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***BOARD OF TRUSTEES
MEETING
MONDAY, NOVEMBER 10, 2025***

TIME: 7:00 PM

LOCATION: Hybrid meeting of the Board of Trustees
Physically held at the District office located at
5750 Imhoff Drive Ste. I, Concord, CA 94520
By teleconference at:

<https://us06web.zoom.us/j/94095162206?pwd=amp0UXhCSEt3a0Qxc2ludWJnVmVmZz09>

Meeting ID: 940 9516 2206

Passcode: 866980

Trustee attending by teleconference/Alternate location: Darryl Young, at 8303 Palm Pkwy, Orlando, FL 32836

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at pmacedo@contracostamosquito.com. Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com.

Supporting materials on agenda items are available for public review at the District's office at 5750 Imhoff Drive, Ste. I, Concord, CA and on the District's website at www.contracostamosquito.com. During the meeting, supporting materials are available in the Board Room.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **PETER PAY** San Ramon • Vice President **KEVIN MARKER** Orinda • Secretary **DANIEL PELLEGRINI** Martinez

Antioch **ALFREDO PEREZ** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **CHRIS COWEN, JIM PINCKNEY, & DARRYL YOUNG**
Danville **G. MARK GRAHAM** • El Cerrito **JIM DOLGONAS** • Hercules **DAMIAN WONG** • Lafayette **Vacant** • Moraga **JAMES FRANKENFIELD** • Oakley **MICHAEL KRIEG**
Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **JENNIFER HOGAN** • Richmond **CHRIS DUPIN** • San Pablo **Vacant** • Walnut Creek **PEGGIE HOWELL**

AGENDA

1. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

2. * AGENDA MANAGEMENT

3. PUBLIC INPUT ON NON-AGENDA ITEMS

This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

4. * CONSENT CALENDAR

Any item may be pulled from the Consent Calendar and separately considered at the request of any Trustee. All items may be acted on by a single motion.

- A.* Minutes of the September 8, 2025 Board of Trustees Meeting
- B.* Check Expenditures for August & September 2025
- C.* Direct Deposit Expenditures for August & September 2025
- D.* Investment Activity for August & September 2025
- E.* Financial Report

5. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff
- D. Legal Counsel

6. BOARD COMMITTEE REPORTS

- A. Executive Committee
- B. Audit Committee
- C. Personnel Committee

7.* ACTION ITEMS

- A. * Board Consideration and Approval of Annual Audit – Basic Financial Statements and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2024
- B.* Board Consideration and Approval of Resolution 25-7 – Resolution of the Contra Costa Mosquito and Vector Control District Approving Lease at 150 Mason Circle, Suite L, Concord, CA 94520

- C.* Board Consideration and Approval of updates to the District’s Employee Handbook
- D.* Board Consideration and Approval of the Updated General Manager Performance Appraisal Form
- E.* Board Consideration and Approval of Trustee Travel to the 94th Annual Conference of the Mosquito and Vector Control Association of California (MVCAC)
- F.* Board Consideration and Approval of the District’s Public Records Act Policy

8. CLOSING COMMENTS

This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

9. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 5 days before the noted meeting.

Christine Widger, Customer Service Specialist

11/04/2025

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
MONDAY, NOVEMBER 10, 2025 BOARD MEETING STAFF REPORT

1. No comment
- 2.* **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. * **CONSENT CALENDAR**
Any item may be pulled from the Consent Calendar and separately considered at the request of any Trustee. All items may be acted on by a single motion.
 - A. Minutes of the September 8, 2025 Board of Trustees Meeting (**Pages 8-12**).
Approval of Minutes 25-7, Board Meeting held on September 8, 2025.
 - B. Check Expenditures for August & September 2025 - payroll & accounts payable (**Pages 13-16**) – Approval of expenditures of August 1, 2025 through September 30, 2025, including:

Accounts payable August 15th checks No. XXXX95 through No. XXXX01
Accounts payable August 29th checks No. XXXX02 through No. XXXX13
*Payroll August 29th
Accounts payable September 15th checks No. XXXX14 through No. XXXX19
Accounts payable September 30th checks No. XXXX20 through No. XXXX31
*Payroll September 30th

Accounts Payable Total: \$166,535.91 *Payroll Total: \$1,176.70
 - C. Direct Deposit Expenditures for August & September 2025 - payroll & accounts payable – Approval of payroll expenditures of August 1, 2025 through September 30, 2025, including:

*Payroll August 15th
Accounts payable August 15th EXXX22 through EXXX31
*Payroll August 29th
Accounts payable August 29th EXXX32 through EXXX45
*Payroll September 15th
Accounts payable September 15th EXXX46 through EXXX53
*Payroll September 30th
Accounts payable September 30th EXXX54 through EXXX72

Accounts Payable Total: \$877,426.20 *Payroll Total: \$423,219.57

**Payroll software administers payroll checks and direct deposit slips out of sequential order.*

- D. Investment Activity for August & September 2025 (*Pages 17-25*)
- E. Financial Report (*Pages 26-27*)

Recommendation – Approve the Consent Calendar.

5. BOARD AND STAFF REPORTS

- A. Board
- B. General Manager
- C. Staff – Staff reports were provided and staff will be present to answer any questions (*Pages 28-47*)
- D. Legal Counsel

6. BOARD COMMITTEE REPORTS

- A. Executive Committee – Executive Committee Chair Pay will report on the meeting held on September 22, 2025. The committee met in closed session to evaluate changes to the current form used to evaluate the General Manager performance. The committee is proposing adoption of the form on item 7.D. below.
- B. Audit Committee – Budget Committee Chair Dolgonas will report on the meeting held on October 20, 2025. The Audit Committee reviewed the draft Audit for FY 24-25, presented by David Alvey, from Maze & Associates. The committee is recommending the final Annual Financial Audit for Board approval on item 7.A. below.
- C. Personnel Committee – Personnel Committee Chair Cowen will report on the meeting held on November 10, 2025 immediately prior to this Board meeting. The committee will have discussed the changes to the Employee Handbook, and will have a recommendation for item 7.C. below.

7. * ACTION ITEMS

- A. * Board Consideration and Approval of the District FY 24-25 Financial Audit – Basic Financial Statements and Memorandum on Internal Control and Required Communications for Fiscal Year Ended June 30, 2024 - Audit Committee Chair Trustee Dolgonas, and David Alvey, from Maze & Associates, will discuss the Fiscal Year 24-25 annual financial audit that is enclosed with this Board packet.

The District received an unmodified opinion for this audit; which is the cleanest opinion available.

As reported on the Current Year Financial Highlights, the District fiscal year 2024-2025 total current assets increased 52.76% from fiscal year 2023-2024, but

that includes the restricted funds for the District's building renovation project. Property tax and benefit assessments revenue remained stable.

District general fund revenues were \$320,778 over the amount budgeted for fiscal year 2024-2025, primarily due to the higher interest rates and strategic investment of funds. The District expenditures were \$2,867,482 below budget for fiscal year 2024/2025 due to savings in the areas of position vacancies, timing delay in operational software improvements, and savings in contracted services.

The District has continued to contribute to an irrevocable trust for Other Post-Employment Benefits (OPEB), designed to cover medical costs for retirees of the District. Per actuarially determined requirements, the District contributed \$215,000 to the PARS 115 trust in fiscal year 2024-2025 and did not take a distribution. The fund's net position increased by \$1,099,770 in the fiscal year, and had a balance of \$5,391,764 at June 30, 2025. The District's net OPEB asset was \$780,742, and the net position as a percentage of the total OPEB liability increased to 129%, with that obligation fully funded at this time.

The total net pension liability of the District at December 31, 2024, was \$2,864,831, with the District being 91.01% funded at that point in time. This amount is determined by the Contra Costa County Employees Retirement Association Act 37 retirement plan.

Recommendation – Consider acceptance of District Fiscal Year 24-25 Financial Audit and Memorandum on Internal Control.

- B.* Board Consideration and Approval of Resolution 25-7 – Resolution of the Contra Costa Mosquito and Vector Control District Approving Lease at 150 Mason Circle, Suite L, Concord, CA 94520 (***Pages 48-50***) - During construction, the initial plan was for Operations staff to remain on site in temporary facilities. Upon proceeding with the procurement of the facilities, staff determined that it was more cost-effective to proceed with leasing the property across the street. District staff secured a sublease from November 15, 2025 to September 30, 2026 at 150 Mason Circle, Suite L, Concord (***Pages 51-56***), and is presenting the lease and resolution for Board consideration. Legal counsel will review the lease agreement prior to execution by the General Manager. The resolution authorizes the General Manager to execute the lease, including all the payments associated with it.

Recommendation – Approve and adopt Resolution 25-7 and provide the General Manager with authority to execute the Lease Agreement after legal counsel's review and incorporation of any revisions.

- C.* Board Consideration and Approval of updates to the District's Employee Handbook - Updates have been made to the Employee Handbook. A summary of the changes is included (***Pages 57-60***). The Personnel committee will have

reviewed and discussed the changes at their meeting immediately prior to this Board meeting. **(Pages 61-141)**

Recommendation – Approve the updated Employee Handbook.

- D.* Board Consideration and Approval of the Updated General Manager Performance Appraisal Form – The Executive Committee is proposing a new form for the evaluation of the General Manager, which, if adopted, will be used for the FY 25-26 evaluation. **(Page 142)**

Recommendation – Pleasure of the Board.

- E.* Board Consideration and Approval of Trustee Travel to the 94th Annual Conference of the Mosquito and Vector Control Association of California (MVCAC) - MVCAC's annual meeting will take place from February 1st to 3rd, 2026 in Rancho Mirage, CA. Board authorization is needed for Trustees who would like to attend. **(Page 143-144)**

Recommendation – Pleasure of the Board.

- F.* Board Consideration and Approval of the District's Public Records Act Policy – The guidelines used by the District regarding Public Records Act Requests was revised to comply with changes in the law and edited into a policy format. This policy provides guidelines on how the District provides public access to their records and how it handles requests for public records. **(Pages 145-147)**

Recommendation – Approve and adopt the District's Public Records Act Policy.

8. **CLOSING COMMENTS** - This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.

9. **ADJOURNMENT**

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 25-7

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, September 8, 2025, at the District office at 5750 Imhoff Drive Ste. I, Concord, CA 94520.

TRUSTEES PRESENT Peter Pay, President, San Ramon
Daniel Pellegrini, Secretary, Martinez
Richard Ainsley, Pittsburg
Perry Carlston, Concord
Warren Clayton, Pinole
Chris Cowen, Contra Costa County
Jim Dolgonas, El Cerrito
Chris Dupin, Richmond
James Frankenfield, Moraga
G. Mark Graham, Danville
Eric Hinzl, Clayton
Jennifer Hogan, Pleasant Hill
Peggie Howell, Walnut Creek
Michael Krieg, Oakley
Vinoy Mereddy, Brentwood
Alfredo Perez, Antioch
Damian Wong, Hercules

TRUSTEES ABSENT Kevin Marker, Vice President, Orinda
James Pinckney, Contra Costa County
Darryl Young, Contra Costa County

VACANCIES Lafayette
San Pablo

OTHERS PRESENT Paula Macedo, General Manager; Stacy Stark, Human Resources &
Administration Manager; Steve Schutz, Scientific Programs
Manager (remote); David Wexler, Operations Manager (remote);
Natalie Martini, Financial Administrator; Wayne Shieh, IT Systems
Administrator (remote); Christine Widger, Customer Service
Specialist; Doug Coty, BKS Law Firm (remote), Sharon Thomas,
Capital Program Management (remote)

1. CALL TO ORDER – President Pay called the meeting to order at 7:00 p.m.

Roll Call: At the time of the roll call 17 Trustees were present, three Trustees were absent, and there are two vacancies.

Pledge of Allegiance

- 2.* AGENDA MANAGEMENT – The agenda was adopted by rule.

3. PUBLIC INPUT ON NON-AGENDA ITEMS – none

- 4.* CONSENT CALENDAR

A.* Minutes of the July 14, 2025 Board of Trustees Meeting

B.* Check Expenditures for June and July 2025 – Approval of expenditures of June 1, 2025 through July 31, 2025, including:

Accounts payable June 15th checks No. XXXX46 through No. XXXX51

*Payroll June 15th

Accounts payable June 30th checks No. XXXX52 through No. XXXX66

*Payroll June 30th

Accounts payable July 15th checks No. XXXX67 through No. XXXX78

*Payroll July 15th

Accounts payable July 31st checks No. XXXX79 through No. XXXX94

Accounts Payable Total: \$288,359.12 *Payroll Total: \$3,552.86

C.* Direct Deposit Expenditures for payroll & accounts payable – Approval of payroll expenditures of June 1, 2025 through July 31, 2025, including:

*Payroll June 15th

Accounts payable June 15th EXXX64 through EXXX73

*Payroll June 30th

Accounts payable June 30th EXXX74 through EXXX91

*Payroll July 15th

Accounts payable July 15th EXXX92 through EXXX05

*Payroll July 31st

Accounts payable July 31st EXXX06 through EXXX21

Accounts Payable Total: \$687,848.71 Payroll Total: \$463,598.28

**Payroll company administers payroll checks and direct deposit slips with inconsistent numbering sequences and out of sequential order.*

D.* Investment Activity for June and July 2025

E.* Financial Report

President Pay informed the Board that item 4E would be pulled from the Consent Calendar and voted on separately. An updated Financial Report was provided by Financial Administrator Martini for item 4E.

** Motion was made by Trustee Pellegrini and seconded by Trustee Graham to approve items 4A through 4D the consent calendar. *Motion passed unanimously.*

** Motion was made by Trustee Pellegrini and seconded by Trustee Mereddy to approve the updated Financial Report on item 4E of the consent calendar. *Motion passed unanimously.*

5. BOARD AND STAFF REPORTS

A. Board – None

B. General Manager – General Manager Macedo discussed the Board workshop to be held in February 2026, and asked the Board to consider which dates in February would work. Macedo announced that the theme of the annual MVCAC Conference is “One Health,” and will be held in Rancho Mirage from the 1st to the 4th of February. Board members should let her know by the November meeting if they would like to attend.

C. Staff- Staff reports were provided in the agenda. General Manager Macedo and Scientific Programs Manager Schutz answered questions about the prevalence of *Anopheles* mosquitoes in East Contra Costa County and the presence of *Triatoma* and whether Chagas disease has been found in Contra Costa County. Samples suspected of being *Triatoma* have been submitted by residents to the lab for identification and were found to be leaf-footed bugs, which feed on plants. Schutz also answered questions about *Culex erythrorax* and other mosquito species and where they have been found around the county.

D. Legal Counsel – None

6. BOARD COMMITTEE REPORTS

A. Advance Planning Committee Report – Advance Planning Committee Chair Hogan reported on the meeting held on August 4, 2025. The committee discussed the progress on the Five-Year Strategic Plan goals and the modification or extension of timelines for certain goals. In addition, the committee discussed the progress on the Emergency Preparedness Program and next steps. Macedo discussed possible expansion of the mosquitofish program due to the added need for mosquitofish for the newly introduced rice farming in the county.

B. Audit Committee Report – Budget Committee Chair Dolgonas reported on the meetings held on August 11, 2025. David Alvey, from Maze & Associates, reviewed the audit plan and the team conducting the audit this year. The audit was scheduled to take place in September, 2025. Dolgonas informed the Board that Alvey will be available to the Board members if they have any questions. The

committee requested of Alvey that the auditors pay particular attention to the building project in the midst of the renovation.

- C. Ad Hoc Building Committee Report – Board President Pay reported on the meeting held on August 21, 2025. The committee met with CPM to receive the updates to the project and discuss next steps. The committee discussed a potential amendment to the current agreement with F&H to allow them to proceed with getting a permit for the demolition part of the project and initiating the demolition prior to the guaranteed maximum price (GMP) approval. Pay discussed unexpected cost increases to the project. He also answered questions about security around the District and how the costs involved affected feasibility of planned scope.
- D. Ad Hoc Trustee Manual Committee Report – Board President Pay reported on the meeting held on August 28, 2025. The committee reviewed the draft of the Trustee Manual produced by RGS and the General Manager, and provided feedback.

7. ACTION ITEMS

- A.* Board consideration and approval of Updated Five-Year Strategic Plan Goals Timeline Table – The Advance Planning Committee has reviewed the proposed adjusted timeline with staff and recommended it for Board approval.
- ** Motion was made by Trustee Graham and seconded by Trustee Howell to approve the Updated Five-Year Strategic Plan Goals Timeline Table. Motion passed unanimously.
- B.* Board consideration and adoption of Resolution 25-6 – Resolution of the Contra Costa Mosquito and Vector Control District Adopting a Revised Trustee Reimbursement Policy – In January of 2020, the Board approved a revised Trustee Reimbursement Policy (Resolution 20-1) but, at the time, there was no change to the values used for reimbursing trustees for meals, which had been set in 2014. This resolution set the values according to the rates used by federal agencies, which vary depending on the area the trustee is travelling to, to account for cost of living in each area. In addition, linking it to the federal rates instead of a fixed amount, ensures that, as cost goes up, the resolution remains up to date.
- ** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve Resolution 25-6, adopting a revised Trustee reimbursement policy. Motion passed unanimously.
- C.* Board consideration and approval of Amendment No. 1 to the Design-Build Agreement Between Owner and Design-Builder for Design and Construction Where the Basis for Payment is a Guaranteed Maximum Price; Project: Improvements to Administration, Maintenance & Operations Buildings and Sitework Project – On October 4, 2024, the District entered into a Design-Build Agreement (Agreement) with F&H Construction for Improvements to Administration, Maintenance & Operations Buildings and Sitework Project (Project). The Project is underway, and F&H is finalizing the GMP and will be

presenting it for Board authorization at a future Board meeting. Meanwhile, it is necessary to amend the Agreement to approve a budget for the demolition scope of work of the Project so that it can be bid out and the demolition can commence prior to finalizing the final GMP, to avoid delays on the Project. The amendment was not provided in time for legal counsel to review it prior to placement on the agenda. Therefore, staff asked for authority from the Board to sign the Agreement after legal counsel's review of the same.

** Motion was made by Trustee Dolgonas and seconded by Trustee Graham to approve the Amendment and provide the General Manager with authority to execute the amendment to the Agreement, after legal counsel's review and incorporation of any revisions. Motion passed unanimously.

8. CLOSING COMMENTS

9. ADJOURNMENT – 8:05 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on November 10, 2025.

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Daniel Pellegrini
2025 Secretary, Board of Trustees

**Contra Costa Mosquito & Vector Control District
Activity from 8/01/2025 - 9/30/2025**

Check No.	Payment Date	Vendor Name	Payment Amount
EXXX22	8/15/2025	Concur Technologies, Inc	\$ 677.71
EXXX23	8/15/2025	Health Care Dental Trust	\$ 5,134.52
EXXX24	8/15/2025	Bay Alarm Company	\$ 650.35
EXXX25	8/15/2025	Clarke	\$ 53.24
EXXX26	8/15/2025	iSolved Benefit Services	\$ 132.81
EXXX27	8/15/2025	California Special Districts Association	\$ 1,265.70
EXXX28	8/15/2025	Streamline	\$ 468.00
EXXX29	8/15/2025	ADAPCO, Inc.	\$ 6,827.04
EXXX30	8/15/2025	Sage Intacct, Inc.	\$ 20,928.00
EXXX31	8/15/2025	Mission Linen Supply	\$ 742.38
XXXX95	8/15/2025	Canon U.S.A., Inc.	\$ 489.62
XXXX96	8/15/2025	Concentra	\$ 240.00
XXXX97	8/15/2025	Diablo Trophies & Awards	\$ 21.85
XXXX98	8/15/2025	FP MAILING SOLUTIONS	\$ 154.75
XXXX99	8/15/2025	PG&E	\$ 2,537.39
XXXX00	8/15/2025	Republic Services #210	\$ 155.44
XXXX01	8/15/2025	WAVE	\$ 1,710.03
EFT	8/15/2025	Great-West Trust Company, LLC (Empower)	\$ 11,747.23
EFT	8/15/2025	Mt. Diablo Resource Recovery-Concord	\$ 799.45
EXXX32	8/29/2025	CalPERS	\$ 70,954.05
EXXX33	8/29/2025	BKS Law Firm, PC	\$ 6,375.00
EXXX34	8/29/2025	SEIU UPE LOCAL 1021-Union Dues	\$ 2,456.72
EXXX35	8/29/2025	T-Mobile	\$ 643.30
EXXX36	8/29/2025	Reliance Standard Life In	\$ 838.57
EXXX37	8/29/2025	Liebert Cassidy Whitmore	\$ 189.00
EXXX38	8/29/2025	Sage Intacct, Inc.	\$ 794.50
EXXX39	8/29/2025	Mission Linen Supply	\$ 742.38
EXXX40	8/29/2025	Sigray, Inc.	\$ 26,446.64
EXXX41	8/29/2025	Verizon Wireless	\$ 1,820.16
EXXX42	8/29/2025	CDW Government, Inc.	\$ 204.94
EXXX43	8/29/2025	Contra Costa Janitorial Services	\$ 1,425.00
EXXX44	8/29/2025	Culligan Quench	\$ 255.33
EXXX45	8/29/2025	Empower Trust Company, LLC	\$ 2,000.00
XXXX02	8/29/2025	ACS	\$ 767.00
XXXX03	8/29/2025	Capital Program Management, Inc. (CPM)	\$ 8,710.50
XXXX04	8/29/2025	CCSDA	\$ 150.00
XXXX05	8/29/2025	Colonial Life	\$ 629.46
XXXX06	8/29/2025	Contra Costa County - Fleet	\$ 6,656.25
XXXX07	8/29/2025	F&H Construction	\$ 69,595.52
XXXX08	8/29/2025	PG&E	\$ 231.29
XXXX09	8/29/2025	Precissi Flying Services, Inc.	\$ 3,308.60
XXXX10	8/29/2025	Staples Business Advantage	\$ 167.43
XXXX11	8/29/2025	Sun Life Financial	\$ 1,902.12

**Contra Costa Mosquito & Vector Control District
Activity from 8/01/2025 - 9/30/2025**

Check No.	Payment Date	Vendor Name	Payment Amount
XXXX12	8/29/2025	Veseris (ES OPCO USA LLC)	\$ 34,418.72
XXXX13	8/29/2025	Vision Service Plan	\$ 599.01
EFT	8/29/2025	Great-West Trust Company, LLC (Empower)	\$ 11,747.23
EFT	8/29/2025	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$ 22,274.83
EXXX46	9/15/2025	Concur Technologies, Inc	\$ 677.71
EXXX47	9/15/2025	Regional Government Services (RGS)	\$ 964.92
EXXX48	9/15/2025	Health Care Dental Trust	\$ 4,924.84
EXXX49	9/15/2025	ADAPCO, Inc.	\$ 2,368.77
EXXX50	9/15/2025	Mission Linen Supply	\$ 742.38
EXXX51	9/15/2025	Streamline	\$ 468.00
EXXX52	9/15/2025	iSolved Benefit Services	\$ 132.81
EXXX53	9/15/2025	Bay Alarm Company	\$ 85.00
XXXX14	9/15/2025	Bay Area MVCAC Regional Training Fund	\$ 1,395.00
XXXX15	9/15/2025	Contra Costa Water District	\$ 576.46
XXXX16	9/15/2025	PG&E	\$ 2,917.40
XXXX17	9/15/2025	Precissi Flying Services, Inc.	\$ 3,588.20
XXXX18	9/15/2025	Republic Services #210	\$ 246.40
XXXX19	9/15/2025	WAVE	\$ 1,710.83
EFT	9/15/2025	CCCERA	\$ 148.00
EFT	9/15/2025	Great-West Trust Company, LLC (Empower)	\$ 11,809.45
EFT	9/15/2025	Mt. Diablo Resource Recovery-Concord	\$ 799.45
EXXX54	9/29/2025	Webster Bank, National Association	\$ 491,463.42
EXXX55	9/30/2025	Dell Marketing L.P.	\$ 22,434.58
EXXX56	9/30/2025	Sage Intacct, Inc.	\$ 780.60
EXXX57	9/30/2025	BKS Law Firm, PC	\$ 2,550.00
EXXX58	9/30/2025	SEIU UPE LOCAL 1021-Union Dues	\$ 2,456.72
EXXX59	9/30/2025	T-Mobile	\$ 643.30
EXXX60	9/30/2025	CalPERS	\$ 70,954.05
EXXX61	9/30/2025	Reliance Standard Life In	\$ 838.57
EXXX62	9/30/2025	Liebert Cassidy Whitmore	\$ 892.00
EXXX63	9/30/2025	Francisco & Associates	\$ 9,975.00
EXXX64	9/30/2025	Empower Trust Company, LLC	\$ 2,000.00
EXXX65	9/30/2025	Mission Linen Supply	\$ 371.19
EXXX66	9/30/2025	Verizon Wireless	\$ 1,907.16
EXXX67	9/30/2025	California Special Districts Association	\$ 453.15
EXXX68	9/30/2025	Vision Service Plan	\$ 599.01
EXXX69	9/30/2025	CDW Government, Inc.	\$ 2,159.82
EXXX70	9/30/2025	Culligan Quench	\$ 255.33
EXXX71	9/30/2025	Regional Government Services (RGS)	\$ 690.80
EXXX72	9/30/2025	Sigray, Inc.	\$ 26,446.64
XXXX20	9/30/2025	Canon U.S.A., Inc.	\$ 400.61
XXXX21	9/30/2025	Capital Program Management, Inc. (CPM)	\$ 12,662.27
XXXX22	9/30/2025	Colonial Life	\$ 629.46

**Contra Costa Mosquito & Vector Control District
Activity from 8/01/2025 - 9/30/2025**

Check No.	Payment Date	Vendor Name	Payment Amount
XXXX23	9/30/2025	Contra Costa County - Fleet	\$ 5,737.68
XXXX24	9/30/2025	Diablo Trophies & Awards	\$ 191.20
XXXX25	9/30/2025	OSCA	\$ 20.00
XXXX26	9/30/2025	PG&E	\$ 196.23
XXXX27	9/30/2025	Staples Business Advantage	\$ 424.65
XXXX28	9/30/2025	Sun Life Financial	\$ 1,625.55
XXXX29	9/30/2025	US POSTAL SERVICE CMRS-FP	\$ 1,000.00
XXXX30	9/30/2025	Vectorborne Disease Account	\$ 123.00
XXXX31	9/30/2025	Veseris (ES OPCO USA LLC)	\$ 645.99
EFT	9/30/2025	Great-West Trust Company, LLC (Empower)	\$ 11,809.45
EFT	9/30/2025	U.S. BANK CORPORATE PAYMENT SYSTEMS	\$ 16,030.00
Total Activity from 8/01/2025 - 9/30/2025			\$ 1,053,962.11

CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT
UNUSUAL ITEMS LIST (*Policy Effective May 2021*)

- *Any checks or ACH over the amount of \$10,000.00 (excludes Procurement Policy General Manager Authority items: payroll taxes, employee fringe benefit payments, and aggregate corporate credit card amount).*
- *Any vendor that has not been paid by the District in the past 15 months.*
- *All legal fees over \$5,000.00 in one month*

DATE	CHECK #	AMOUNT OF CHECK	VENDOR & DESCRIPTION
August 15, 2025	EXXX30	\$20,928.00	Sage Intacct, Inc. – FY26 Accounting Software Annual Subscription
August 29, 2025	EXXX33	\$6,375.00	BKS Law Firm, PC – Legal Counsel
August 29, 2025	EXXX40	\$26,446.64	Sigray, Inc. – 5750 Imhoff Drive Office Space, September 2025 Rent
August 29, 2025	XXXX07	\$69,595.52	F&H Construction – Capital Improvement Project (CIP) Building Remodel
August 29, 2025	XXXX09	\$3,308.60	Precissi Flying Services, Inc. – Aerial Application Holland Tract
August 29, 2025	XXXX12	\$34,418.72	Veseris (ES OPCO USA LLC) – Control Materials Mosquito Larviciding
September 29, 2025	EXXX54	\$491,463.42	Webster Bank, National Association – CIP Lease Principal & Interest Payment
September 30, 2025	EXXX55	\$22,434.58	Dell Marketing L.P. – Computer Equipment, New Laptops
September 30, 2025	EXXX72	\$26,446.64	Sigray, Inc. – 5750 Imhoff Drive Office Space, October 2025 Rent
September 30, 2025	XXXX21	\$12,662.27	Capital Program Management, Inc. (CPM) - Capital Improvement Project (CIP) Building Remodel

INVESTMENT ACTIVITY REPORT

Month of August 2025							
Transaction Number	Date	LAIF	California CLASS	CLASS CIP	California CLASS Enhanced	Five Star Money Market	Five Star Checking
Balance	8/1/2025	\$ 12,119,275.23	\$ 3,174,899.33	\$ 7,624,612.64	\$ 1,251,990.64	\$ 2,057,493.15	\$ 560,169.09
1	8/1/2025					(70,000.00)	79,433.50
2	8/14/2025					(220,000.00)	220,298.74
3	8/25/2025						20,974.95
4	8/27/2025					(475,000.00)	475,000.00
5	8/28/2025			(139,282.19)			139,282.19
6	8/31/2025		11,663.84	27,945.02	5,817.97	6,464.19	5,311.06
7	8/31/2025						(689,390.96)
Balance		\$ 12,119,275.23	\$ 3,186,563.17	\$ 7,513,275.47	\$ 1,257,808.61	\$ 1,298,957.34	\$ 811,078.57

Transaction Number & Brief Description

- 1 Transfer from Five Star Money Market to Checking & Misc Deposits into Five Star Checking
- 2 Transfer from Five Star Money Market to Checking & Misc Deposits into Five Star Checking
- 3 Misc Deposits into Five Star Checking
- 4 Transfer from Five Star Money Market to Checking
- 5 Transfer from CLASS CIP to Five Star Checking
- 6 Interest Earned & Unrealized Gains/Losses from California CLASS, CLASS CIP, CLASS Enhanced & Five Star Money Market Accounts. Misc Deposits into Five Star Checking
- 7 Five Star Bank clearing of Payroll & Vendor Checks

Month of September 2025							
Transaction Number	Date	LAIF	California CLASS	CLASS CIP	California CLASS Enhanced	Five Star Money Market	Five Star Checking
Balance	9/1/2025	\$ 12,119,275.23	\$ 3,186,563.17	\$ 7,513,275.47	\$ 1,257,808.61	\$ 1,298,957.34	\$ 811,078.57
1	9/10/2025						\$ 8,181.97
2	9/11/2025					\$ (200,000.00)	\$ 200,000.00
3	9/22/2025						\$ 38,972.73
4	9/26/2025		\$ (491,463.42)				\$ 491,463.42
5	9/29/2025					\$ (370,000.00)	\$ 370,000.00
6	9/30/2025		\$ 10,907.41	\$ 26,382.31	\$ 4,379.15	\$ 3,995.88	
7	9/30/2025						\$ (1,039,789.92)
Balance		\$ 12,119,275.23	\$ 2,706,007.16	\$ 7,539,657.78	\$ 1,262,187.76	\$ 732,953.22	\$ 879,906.77

Transaction Number & Brief Description

- 1 Misc Deposits into Five Star Checking
- 2 Transfer from Five Star Money Market to Checking
- 3 Misc Deposits into Five Star Checking
- 4 Transfer from CA CLASS to Five Star Checking for CIP Principal & Interest Payment
- 5 Transfer from Five Star Money Market to Checking
- 6 Interest Earned & Unrealized Gains/Losses from California CLASS, CLASS Enhanced & Five Star Money Market Accounts
- 7 Five Star Bank clearing of Payroll & Vendor Checks

Designated Reserves POLICY FY26 (July 1, 2025 - June 30, 2026)	
Bond/Loan Proceeds Reserve	
*Bond/Loan Proceeds Reserve is equal to current year's principal & interest payments	948,017
Public Health Emergency	2,500,000
Capital Improvement	7,500,000
Emergency Reconstruction Response	500,000
Operations	5,277,366
Vehicle & Equipment Replacement	250,000
IT Equipment Replacement	250,000
	17,225,383

I certify that this report reflects all cash transactions and is in conformity with District Policy. The cash flow shown provides sufficient cash flow liquidity to meet the next six months expenditures.

Respectfully submitted,

*Paula Macedo
General Manager*

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

October 17, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CONTRA COSTA MOSQUITO AND VECTOR CONTROL
DISTRICT
MANAGER
155 MASON CIRCLE
CONCORD, CA 94520

[Tran Type Definitions](#)

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August 2025 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,119,275.23
Total Withdrawal:	0.00	Ending Balance:	12,119,275.23



**Contra Costa Mosquito & Vector
Control District
155 Mason Circle
Concord, CA 94520**

California CLASS

California CLASS

Average Monthly Yield: 4.3256%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
General CLASS	3,174,899.33	0.00	0.00	11,663.84	83,321.17	3,176,028.09	3,186,563.17
Restricted CIP	7,624,612.64	0.00	139,282.19	27,945.02	138,872.66	7,609,345.10	7,513,275.47
TOTAL	10,799,511.97	0.00	139,282.19	39,608.86	222,193.83	10,785,373.19	10,699,838.64



Contra Costa Mosquito & Vector
Control District
155 Mason Circle
Concord, CA 94520

California CLASS Enhanced Cash

Average Monthly Yield: 4.2937%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Enhanced	1,251,990.64	0.00	0.00	4,567.23	31,593.12	1,252,876.44	1,257,808.61
TOTAL	1,251,990.64	0.00	0.00	4,567.23	31,593.12	1,252,876.44	1,257,808.61



FIVE STAR BANK

PO Box 779000
Rocklin CA 95677

(800) 416-6117
www.fivestarb.com

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Contra Costa Mosquito & Vector Control
155 Mason Circle
Concord CA 94520

Date 8/31/25 Page 1
Enclosures

Public Money Market

Account Number	Ending	██████████
Previous Balance	2,057,493.15	
Deposits/Credits	.00	
3 Checks/Debits	765,000.00	
Service Charge	.00	
Current Balance	1,298,957.34	

Number of Enclosures	0
Statement Dates	8/01/25 thru 8/31/25
Average Ledger	1,767,805.65
Average Collected	1,767,805.65
Annual Percentage Yield Earned	4.35%
2025 Interest Paid	72,179.21
Interest Paid	6,464.19

Deposits and Additions

Date	Description	Amount
8/31	Interest Deposit	6,464.19

Checks and Withdrawals

Date	Description	Amount
8/01	Funds Transfer via Online	70,000.00-
8/14	Funds Transfer via Online	220,000.00-
8/27	Funds Transfer via Online	475,000.00-

Daily Balance Information

Date	Balance	Date	Balance
8/01	1,987,493.15	8/27	1,292,493.15
8/14	1,767,493.15	8/31	1,298,957.34

Interest Rate Summary

Date	Rate
7/31	4.269000%
8/07	4.258000%

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
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October 17, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CONTRA COSTA MOSQUITO AND VECTOR CONTROL
DISTRICT
MANAGER
155 MASON CIRCLE
CONCORD, CA 94520

[Tran Type Definitions](#)

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September 2025 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,119,275.23
Total Withdrawal:	0.00	Ending Balance:	12,119,275.23



**Contra Costa Mosquito & Vector
Control District
155 Mason Circle
Concord, CA 94520**

California CLASS

California CLASS

Average Monthly Yield: 4.2725%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
General CLASS	3,186,563.17	0.00	491,463.42	10,907.41	94,228.58	3,105,016.18	2,706,007.16
Restricted CIP	7,513,275.47	0.00	0.00	26,382.31	165,254.97	7,514,154.88	7,539,657.78
TOTAL	10,699,838.64	0.00	491,463.42	37,289.72	259,483.55	10,619,171.06	10,245,664.94



Contra Costa Mosquito & Vector
Control District
155 Mason Circle
Concord, CA 94520

California CLASS Enhanced Cash

Average Monthly Yield: 4.2364%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Enhanced	1,257,808.61	0.00	0.00	4,379.15	35,972.27	1,257,954.58	1,262,187.76
TOTAL	1,257,808.61	0.00	0.00	4,379.15	35,972.27	1,257,954.58	1,262,187.76



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Contra Costa Mosquito & Vector Control
155 Mason Circle
Concord CA 94520

Date 9/30/25
Enclosures
Page 1

Public Money Market

Account Number	Ending	██████████
Previous Balance	1,298,957.34	
Deposits/Credits	.00	
2 Checks/Debits	570,000.00	
Service Charge	.00	
Current Balance	732,953.22	

Number of Enclosures

Statement Dates	9/01/25 thru 9/30/25	0
Average Ledger	1,135,509.06	
Average Collected	1,135,509.06	
Annual Percentage Yield Earned	4.35%	
2025 Interest Paid	76,175.09	
Interest Paid	3,995.88	

Deposits and Additions

Date	Description	Amount
9/30	Interest Deposit	3,995.88

Checks and Withdrawals

Date	Description	Amount
9/11	Funds Transfer via Online	200,000.00-
9/29	Funds Transfer via Online	370,000.00-

Daily Balance Information

Date	Balance	Date	Balance
9/02	1,298,957.34	9/29	728,957.34
9/11	1,098,957.34	9/30	732,953.22

Interest Rate Summary

Date	Rate
9/01	4.258000%
9/10	4.251000%

**Balance Sheet
As of September 2025**

	September 2024	September 2025
ASSETS		
Current Assets		
Five Star Checking:General	94,297.07	552,837.91
Money Market: General	825,457.64	732,953.22
California CLASS:General	2,085,214.55	3,968,194.92
California CLASS: CIP	0.00	7,539,657.78
LAIF	12,045,979.73	12,119,275.23
VCJPA	1,334,063.00	1,371,836.00
Property Tax Due from County	8,520,534.00	8,052,267.00
Benefit Assessment Due from County	2,092,435.00	2,094,472.00
Prepaid Retirement CCCERA	1,024,794.48	1,029,540.53
Total Current Assets:	28,022,775.47	37,461,034.59
Fixed Assets		
Asset Nondepreciable (Land):General	778,640.00	778,640.00
Asset Depreciable:General	694,805.00	694,805.00
CIP Building	0.00	742,986.34
Structures & Improvements	0.00	0.00
Vehicles & Heavy Equipment	0.00	195,439.45
Total Fixed Assets:	1,473,445.00	2,411,870.79
Other Assets		
Net Pension Asset:General	742,411.00	742,411.00
GASB 68/75 Outflow	3,617,742.00	3,617,742.00
Total Other Assets:	4,360,153.00	4,360,153.00
Total Assets:	33,856,373.47	44,233,058.38
LIABILITIES & EQUITY		
Current Liabilities		
Accrued Liabilities	86,684.19	50,590.52
Deferred Revenue	7,959,726.76	7,610,054.26
Total Current Liabilities:	8,046,410.95	7,660,644.78
Long-Term Liabilities		
Net Pension Liability	4,356,763.00	4,394,885.21
CIP Loan	0.00	7,389,932.20
Total Long-Term Liabilities:	4,356,763.00	11,784,817.41
Total Liabilities:	12,403,173.95	19,445,462.19
Accrued Equity & Designated Reserves	20,990,193.14	24,408,776.88
Current Year Net Income	463,006.38	378,819.31
Total Equity:	21,453,199.52	24,787,596.19
Total Liabilities & Equity:	33,856,373.47	44,233,058.38

**Contra Costa Mosquito and Vector Control District
FY26 Budget Year**

FY26 (July 1, 2025 - June 30, 2026)

Board Packet

25% of the Year
completed

	FY26 <i>As of 9/30/25</i>	APPROVED FY 26	YTD FY25 VS Adopted Budget %	ADOPTED FY25 VS FY25 \$
Personnel Costs				
Payroll & OT	951,361.67	5,125,000.00	18.6%	4,173,638.33
Payroll Tax Liabilities (SocSec/Medicare/Unemployment)	94,259.53	413,562.50	22.8%	319,302.97
Retirement	230,066.70	1,000,000.00	23.0%	769,933.30
Fringe Benefits (Medical/Dental/Vision, Retirement Fees, etc.)	167,980.48	725,841.73	23.1%	557,861.25
Disability Ins	2,515.71	10,062.84	25.0%	7,547.13
Other Post Employment Benefits	0.00	215,000.00	0.0%	215,000.00
District Paid Health Retiree Cost & Fees	31,889.12	139,725.30	22.8%	107,836.18
Subtotal Personnel Costs	1,478,073.21	7,629,192.37	19.4%	6,151,119.16
Operational Costs				
Professional Services - Legal	10,383.00	135,000.00	7.7%	124,617.00
Professional Services - Building & Grounds Maint	2,599.59	10,000.00	26.0%	7,400.41
Professional Services - All Other	22,953.92	374,475.00	6.1%	351,521.08
Public Affairs	6,007.05	139,200.00	4.3%	133,192.95
Lab Services	14,152.26	73,000.00	19.4%	58,847.74
Information & Technology	56,018.98	182,600.00	30.7%	126,581.02
Operations - Control Materials	102,552.46	386,500.00	26.5%	283,947.54
Operations - Aerial	13,229.46	20,000.00	66.1%	6,770.54
Operation and Facilities - All Other	30,086.52	193,000.00	15.6%	162,913.48
General Office Administration - Insurance	383,590.00	383,590.00	100.0%	0.00
General Office Administration - Trustee Expense	328.68	25,000.00	1.3%	24,671.32
General Office Administration - Employee Travel & Training	8,218.43	72,500.00	11.3%	64,281.57
General Office Administration - Utilities	23,323.43	124,000.00	18.8%	100,676.57
General Office Administration - All Other	235,679.13	806,674.58	29.2%	570,995.45
Subtotal Operational Cost	909,122.91	2,925,539.58	31.1%	2,016,416.67
Total Expenditures	2,387,196.12	10,554,731.95		
Revenues				
Property Taxes	2,013,066.75	8,052,267.00	25.0%	6,039,200.25
Benefit Assessment	523,617.99	2,094,472.00	25.0%	1,570,854.01
Contract Billing	69,877.55	54,121.61	129.1%	(15,755.94)
Interest Income	154,254.37	705,230.98	21.9%	550,976.61
Fixed Asset Disposal	0.00	0.00	0.0%	0.00
Miscellaneous	5,198.77	20,000.00	26.0%	14,801.23
Subtotal Revenue	2,766,015.43	10,926,091.59	25.3%	8,160,076.16
Estimate Ending Balance	378,819.31	371,359.64		
Capital				
Debt Reduction (Principal Payment on Outstanding Debt)	335,258.61	660,067.80	0.0%	324,809.19
Structure & Improvements	742,986.34	7,335,438.00	0.0%	6,592,451.66
Vehicles	67,895.57	75,000.00	0.0%	7,104.43
Heavy Equipment	789.10	68,000.00	1.2%	67,210.90
Subtotal Capital	1,146,929.62	8,138,505.80	14.1%	6,991,576.18

Designated Reserves POLICY FY26 (July 1, 2025 - June 30, 2026)	
Bond/Loan Proceeds Reserve	
<i>*Bond/Loan Proceeds Reserve is equal to current year's principal & interest payments</i>	948,017
Public Health Emergency	2,500,000
Capital Improvement	7,500,000
Emergency Reconstruction Response	500,000
Operations	5,277,366
Vehicle & Equipment Replacement	250,000
IT Equipment Replacement	250,000
	17,225,383

October 2025 Mosquito and Arbovirus Surveillance Report

Updated October 30th 2025 by Steve Schutz, Ph.D., Scientific Programs Manager

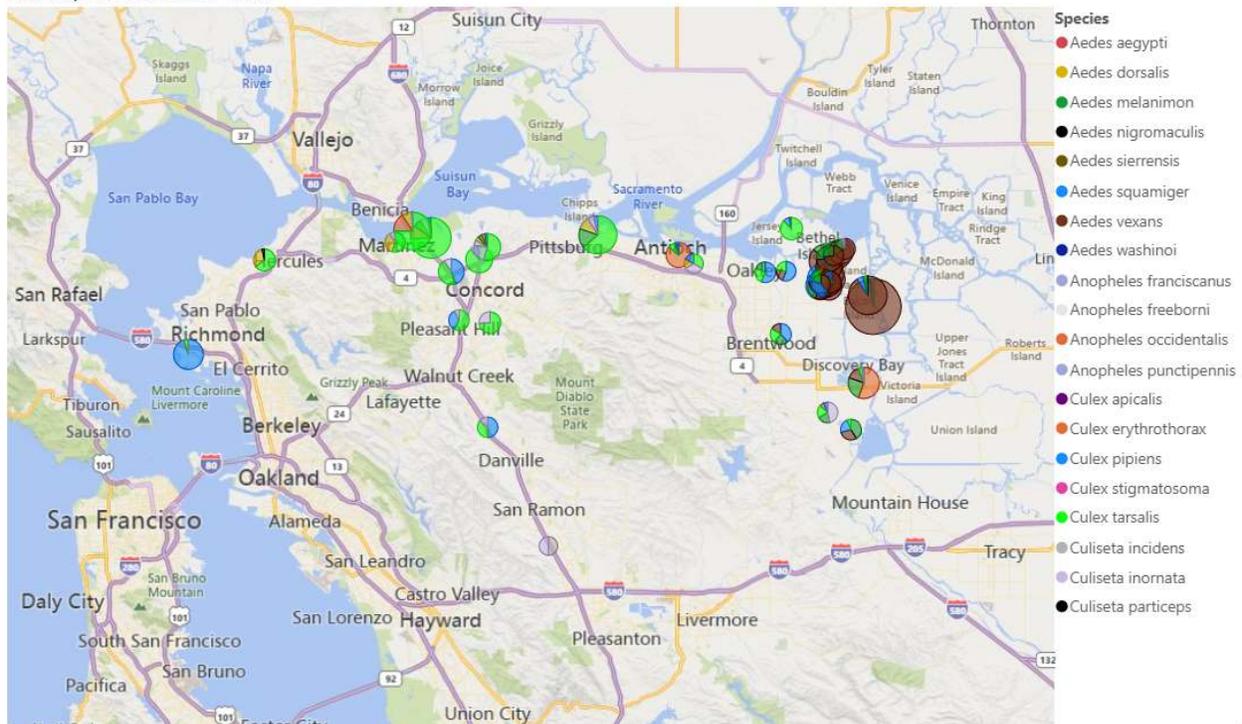
Human cases: As of October 30th, 74 human cases of WNV had been reported statewide, with 6 fatalities (no cases have been reported in the Bay Area).

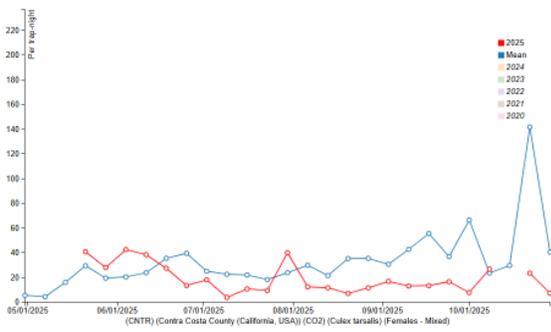
Horses: Five equine cases of WNV have been reported in California in 2025, including one in Contra Costa County (the horse had been vaccinated, and survived). An effective vaccine is available for horses; most affected horses are unvaccinated or un-boosted.

Dead birds: As of October 30th, 484 dead birds had been reported in Contra Costa County, 53 tested, 3 were positive for WNV (1 San Ramon, 2 Walnut Creek). Dead bird testing is suspended for the winter but the public is still encouraged to report dead birds online at <https://westnile.ca.gov/report>.

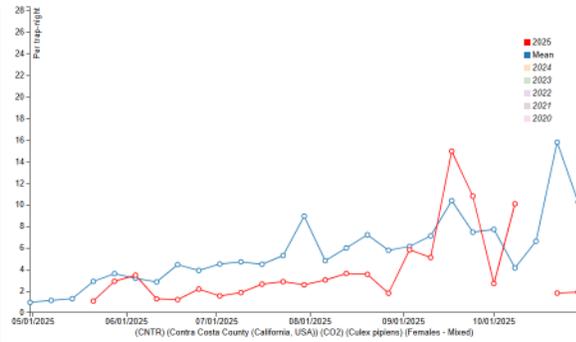
Trap counts: Counts of *Culex tarsalis* and *Culex pipiens* are currently below average countywide and have been for most of the season. Highest counts are in the Martinez waterfront area. This fall, we have been seeing high counts of *Aedes vexans* near agricultural areas and duck clubs in East county, which has resulted in numerous service requests. Normally we would be seeing *Aedes melanimon* in those areas at this time of year. Our neighboring District in San Joaquin County has reported similar observations. Weekly trapping is suspended for winter.

EVS trap counts October 2025

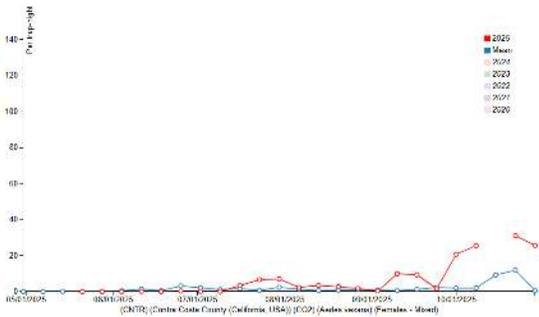




Culex tarsalis (red) vs. 5 yr avg



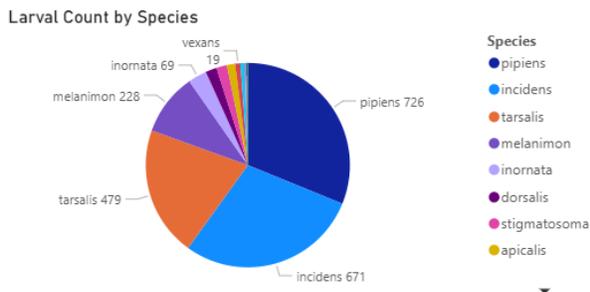
Cx pipiens (red) vs. 5 yr avg



Aedes vexans (red) vs. 5 yr avg

Mosquito pool testing: 313 pooled samples containing 5-50 mosquitoes were submitted for testing (236 *Cx. tarsalis*, 77 *Cx. pipiens*). 3 samples were PCR positive for WNV, all from the same trap location on Holland Tract.

Larval samples: Lab staff continues to process larval samples collected by field employees daily, year-round.

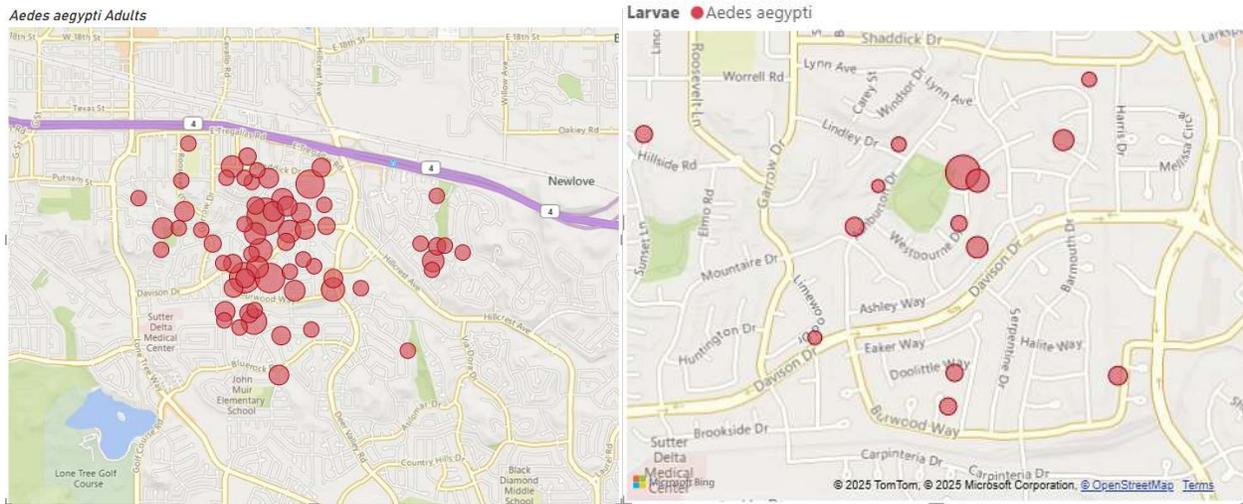


Larval samples October 2025

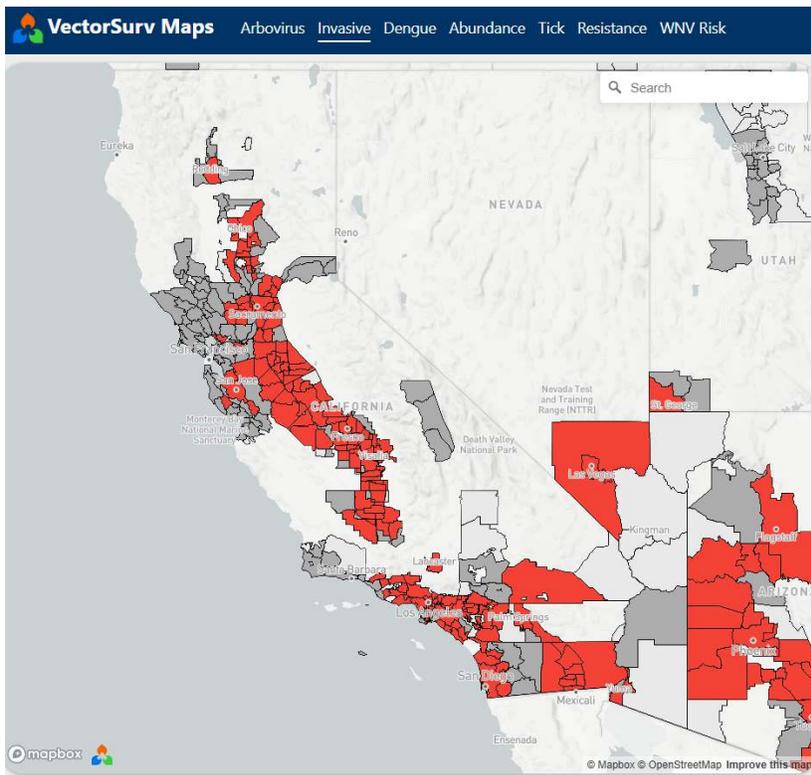
Sentinel chickens: None of our chickens tested seropositive this season. Sentinel flocks have been 'retired' and the hens are being placed for adoption.

Invasive *Aedes* surveillance: Weekly trapping is being conducted with BG Sentinel traps in Antioch where *Aedes aegypti* were detected last year. Door-to-door inspections are being

conducted by Operations. No additional spread beyond what we saw last year has been detected so far, although we continue to recover specimens in the same areas.



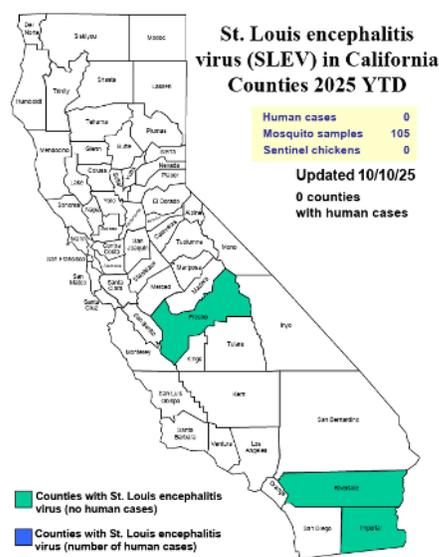
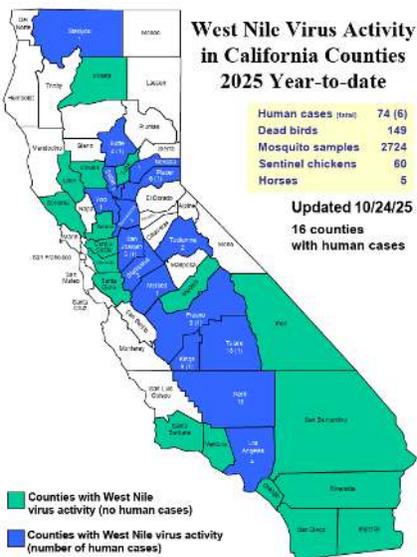
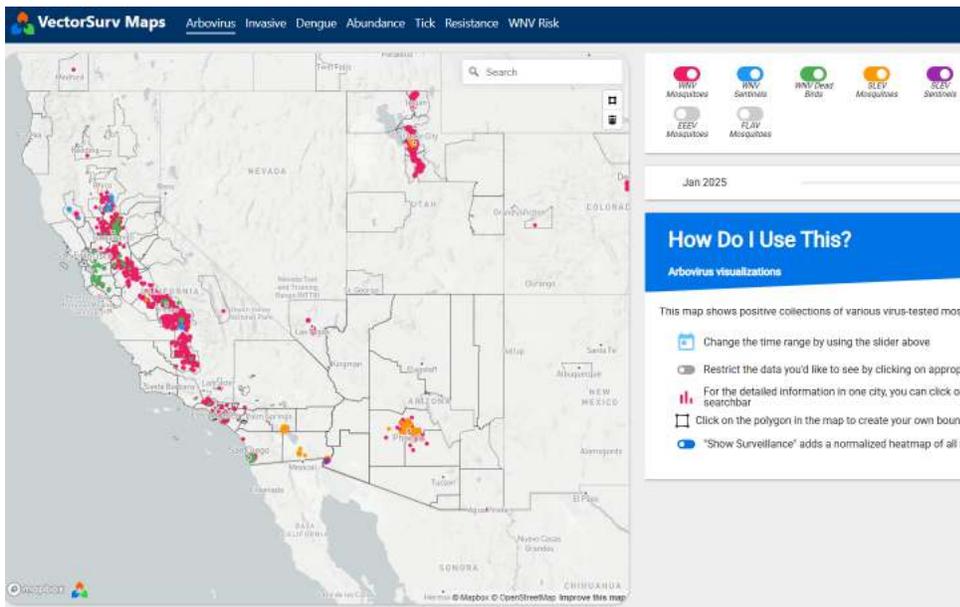
Adult *Ae. aegypti* collected in BG Sentinel traps (left) and larvae collected by field technicians (right), March-October 2025.



Statewide *Aedes aegypti* detections in 2025, year-to-date (note detections in Alameda, Santa Clara, Solano, San Joaquin, Santa Cruz, in addition to Contra Costa).

Weather conditions: Current average overnight low temperatures are below the 55-degree incubation threshold for West Nile virus transmission, although windy and cooler than average weather have kept trap counts and West Nile virus transmission below average for most of the summer.

Statewide: West Nile positive dead birds have been reported in Alameda, Santa Clara, Solano and Sonoma Counties and positive mosquito samples have been reported in Contra Costa, Solano and Santa Clara, in addition to Sacramento and San Joaquin. For the most part WNV transmission was below average this season. Saint Louis encephalitis virus has been detected in mosquito samples in Riverside, Imperial and Madera Counties, and the Phoenix, Arizona and Salt Lake City areas have also seen high SLE activity.



October 2025 Operations Report

Prepared on November 3, 2025, by Tim Mann, Terry Davis, Heidi Budge, and David Wexler

General:

During the month of October, the District maintained a high operational tempo, focusing strategically on late-season invasive mosquito control, leveraging advanced drone technology, and managing external challenges while supporting a major internal renovation effort.

The District achieved a new operational record for aerial work, emphasizing the strategic advantage of its expanding drone program. The District's PV40X drone successfully treated 451 acres in the months of September and October, achieving a record 26.96 hours of flight time. Most treatments occurred in Holland Tract. In a significant logistical operation, the team mobilized a treatment to Quimby Island, which is only accessible by boat. This required the use of the Landing Craft, transporting all drone equipment, and the purchase of a new generator to ensure continuous battery charging, resulting in a 50-acre treatment. The drone program's expansion continued with two more technicians successfully achieving Part 107 and DPR certification for the PV40X treatment drone. In addition to the District's drone work, a contracted plane treated Quimby Island on October 23rd, covering 480 acres with larvicide. The smaller surveillance drone DJI Mini 3 was instrumental in supporting flood management efforts, conducting multiple inspections in East County to document flooding schedules through video and photography.

In addition to our regular work, Operations played a crucial role in preparing the District's main building for the renovation project. With the direct, hands-on help of the technicians, the main building was completely emptied of all furniture and materials, allowing the demolition to commence without delay. The District is now in the process of recovering value by selling these surplus assets on GovDeals.com.

Programs and Services:

In terms of the District's Programs and Services during September and October, Operations performed 17,262 mosquito actions, with a breakdown as follows: 11,135 site inspection visits, 4,380 other mosquito actions, 1,255 larviciding treatments, 458 larval surveillance actions, and 34 adulticiding treatments. In addition, there were 748 rodent actions, 1,531 yellowjacket actions, 186 skunk actions, 120 neglected swimming pool actions, 119 mosquitofish actions, and 35 bee actions.

Invasive *Aedes*:

A primary operational focus was the continued aggressive effort to inspect for and clear invasive *Aedes* mosquito populations in Antioch. These efforts required escalated compliance measures for previously non-responsive residences. Initial follow-up letters were mailed to 14 refusal residences on September 2nd, but did not result in immediate access. The compliance process was formally escalated in October with 48-hour notices posted on doors on the 8th, followed by final notices on the 10th. This action successfully resulted in gaining access to only 1 house. With the season approaching its end, and the immediate need to inspect as many homes as

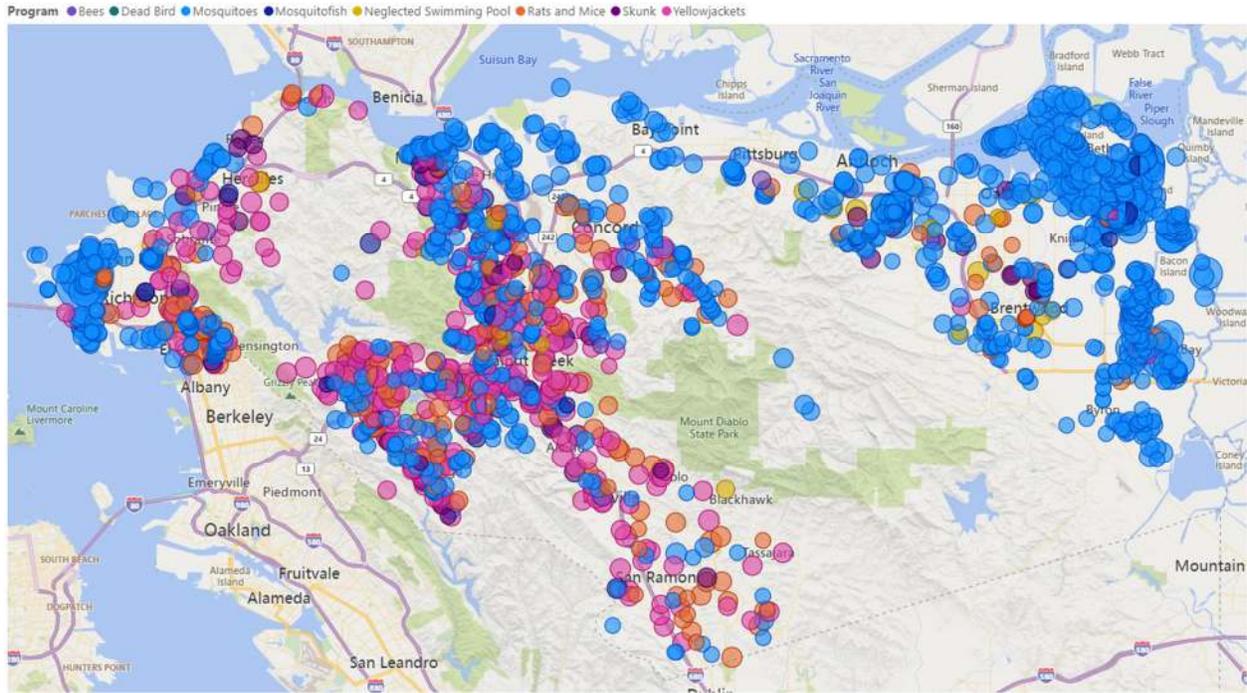
possible before the temperatures are lower, a dedicated door-to-door operation was conducted starting on October 17th utilizing 10 technicians. This intensive effort approached a total of 159 houses (including 2 first attempts, 71 second attempts, and 37 third attempts), successfully resulting in the inspection and clearance of 36 new houses. The strategic use of door notices proved effective, generating an additional 35 scheduled inspections. Furthermore, two Wide Area Larviciding Spray (WALS) treatments were successfully performed, covering 200 acres on October 8th and a follow-up treatment of the same area of concern on October 31st.

Operational Challenges:

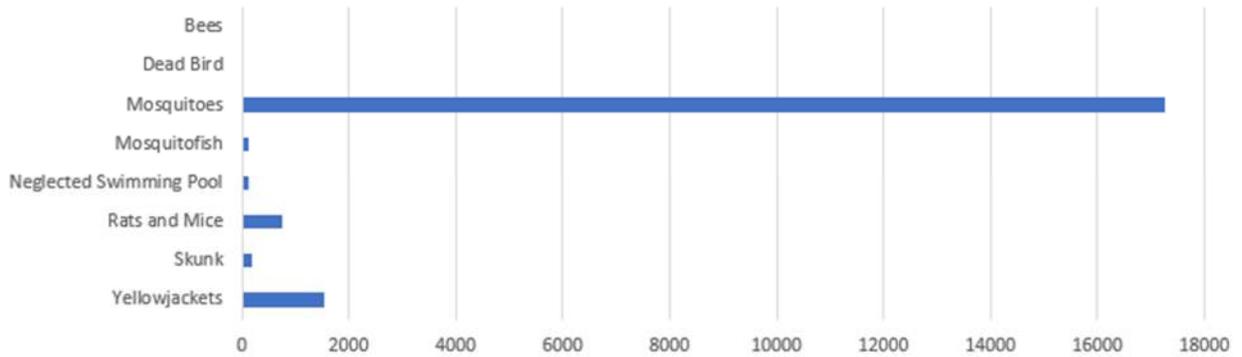
The District faced a persistent challenge with an influx of *Aedes vexans* in East County, particularly in the Discovery Bay and Summer Lakes areas. Following waves of service requests related to aggressive biting mosquitoes, multiple technicians and traps were deployed to locate the source. Despite concerted inspection efforts, and the identification and treatment of some potential sources, we continued to find *Aedes vexans* in our traps and to receive complaints from the residents. To resolve this complex issue, the District is currently engaging in an active partnership with San Joaquin County to coordinate surveillance efforts and locate the origin of these mosquitoes.



All program actions:



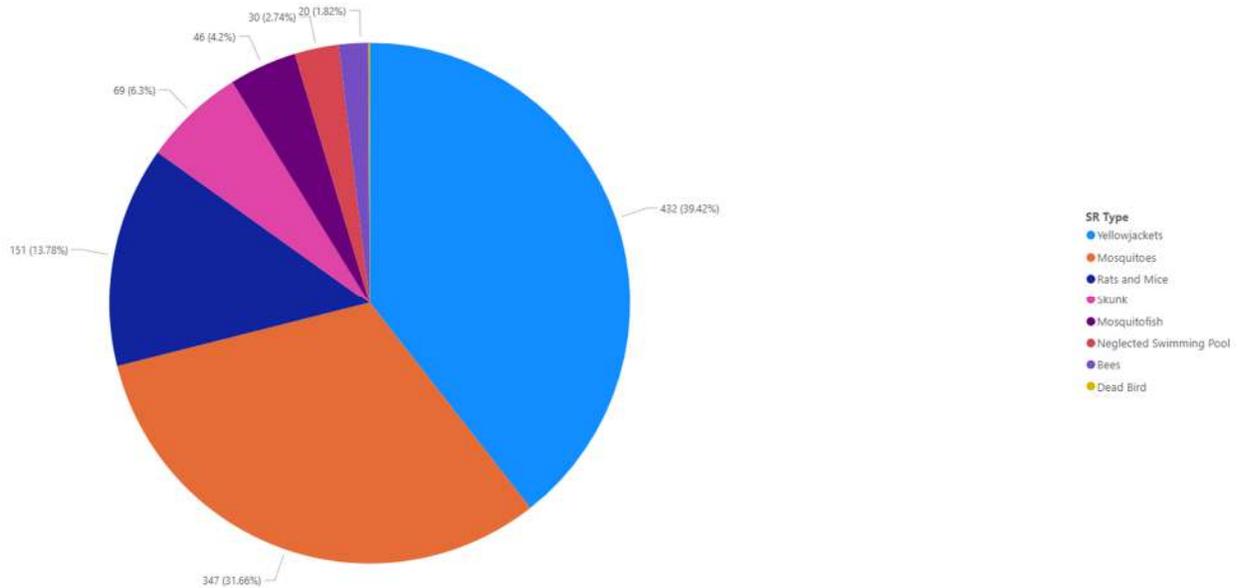
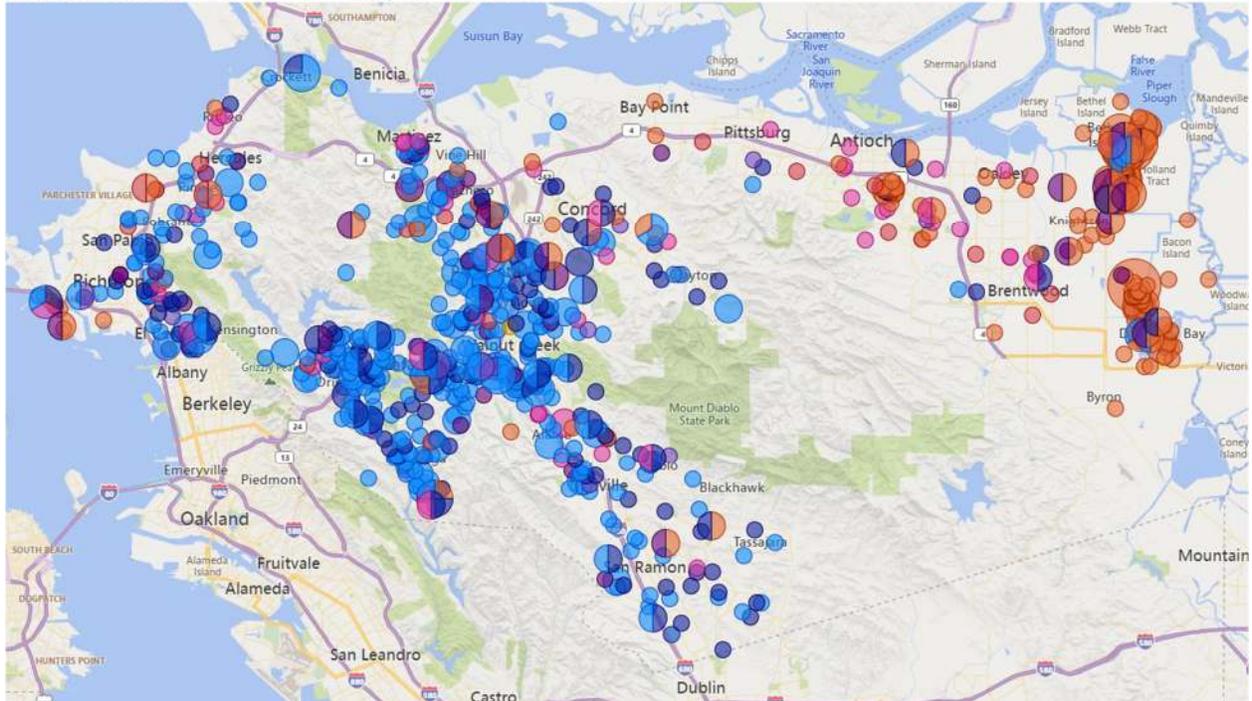
Total actions performed:



Service Requests

1104 service requests from the public were received.

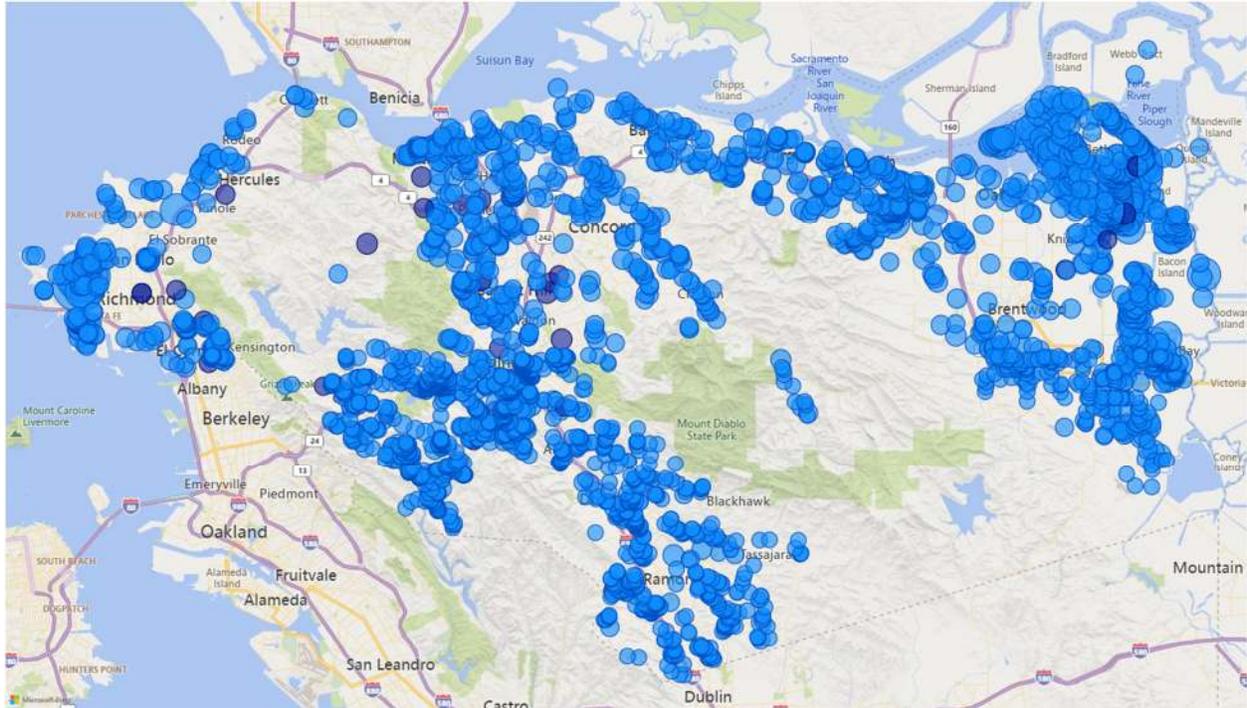
SRType ● Bees ● Dead Bird ● Mosquitoes ● Mosquitofish ● Neglected Swimming Pool ● Rats and Mice ● Skunk ● Yellowjackets



Mosquitoes and Mosquitofish:

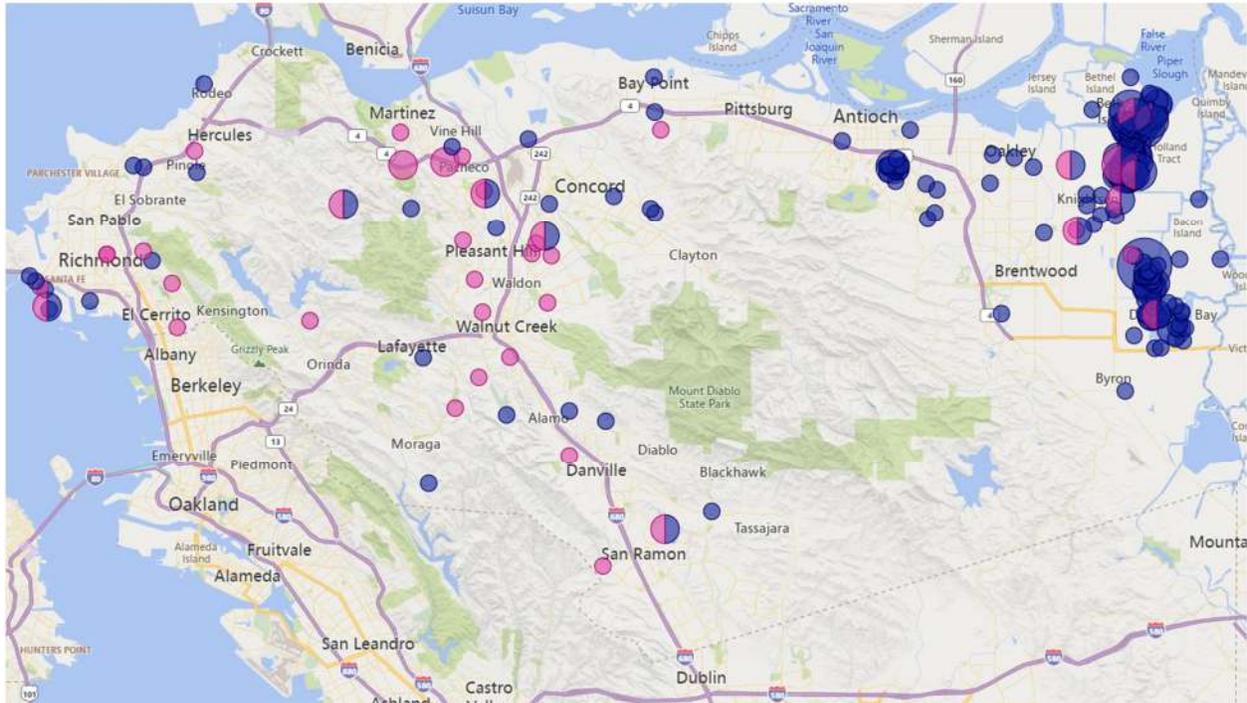
Program actions

Program ● Mosquitoes ● Mosquitofish



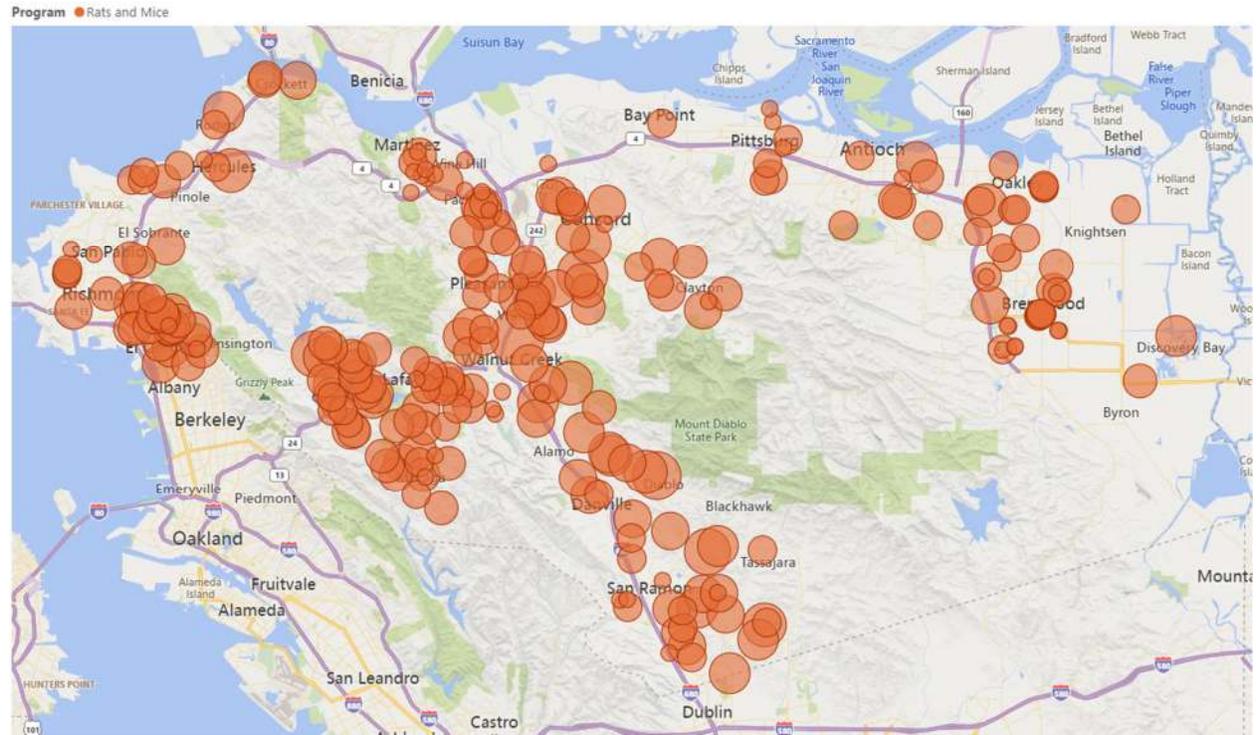
Service Requests: The District received 347 Mosquito/ 46 Mosquitofish service requests.

SRType ● Mosquitoes ● Mosquitofish

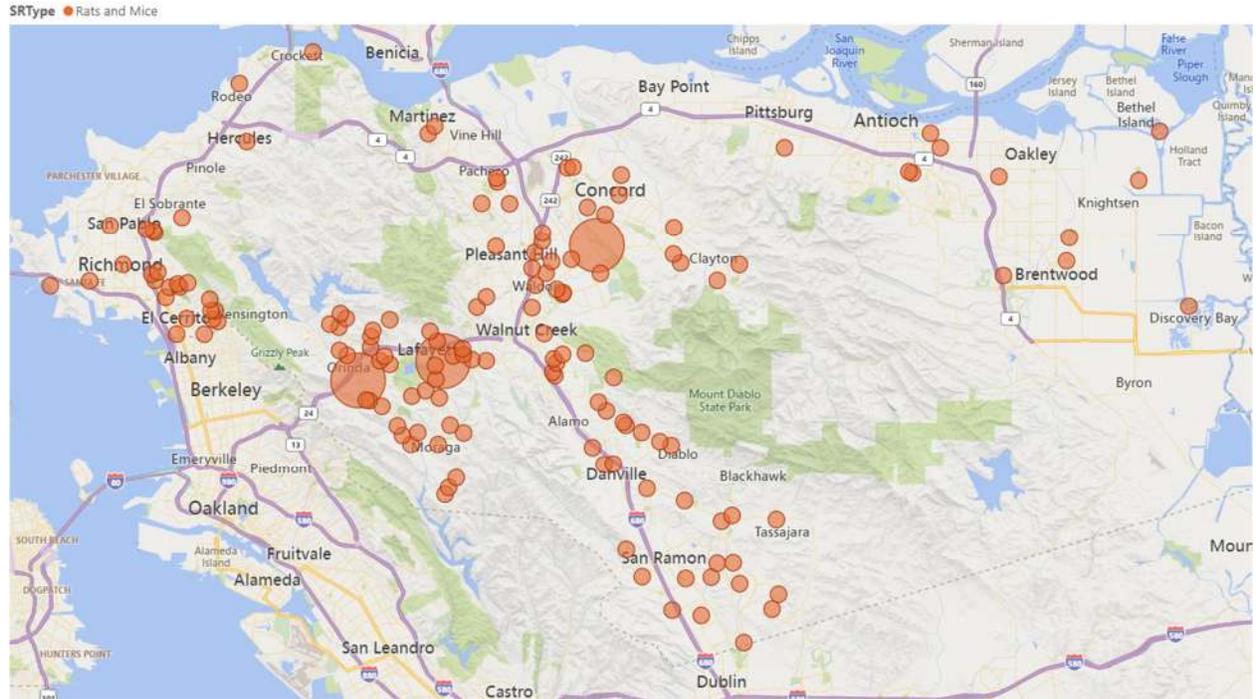


Rats and Mice:

Program actions



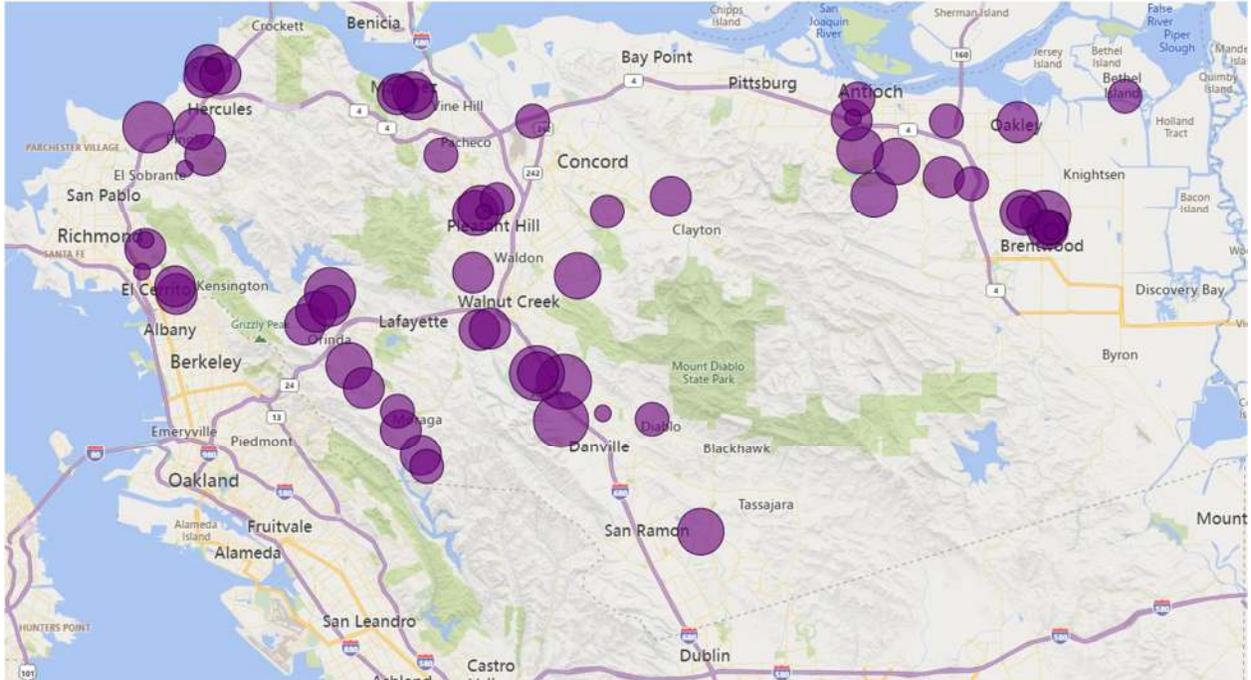
Service Requests: The District received 151 requests for service for Rats and Mice.



Skunks:

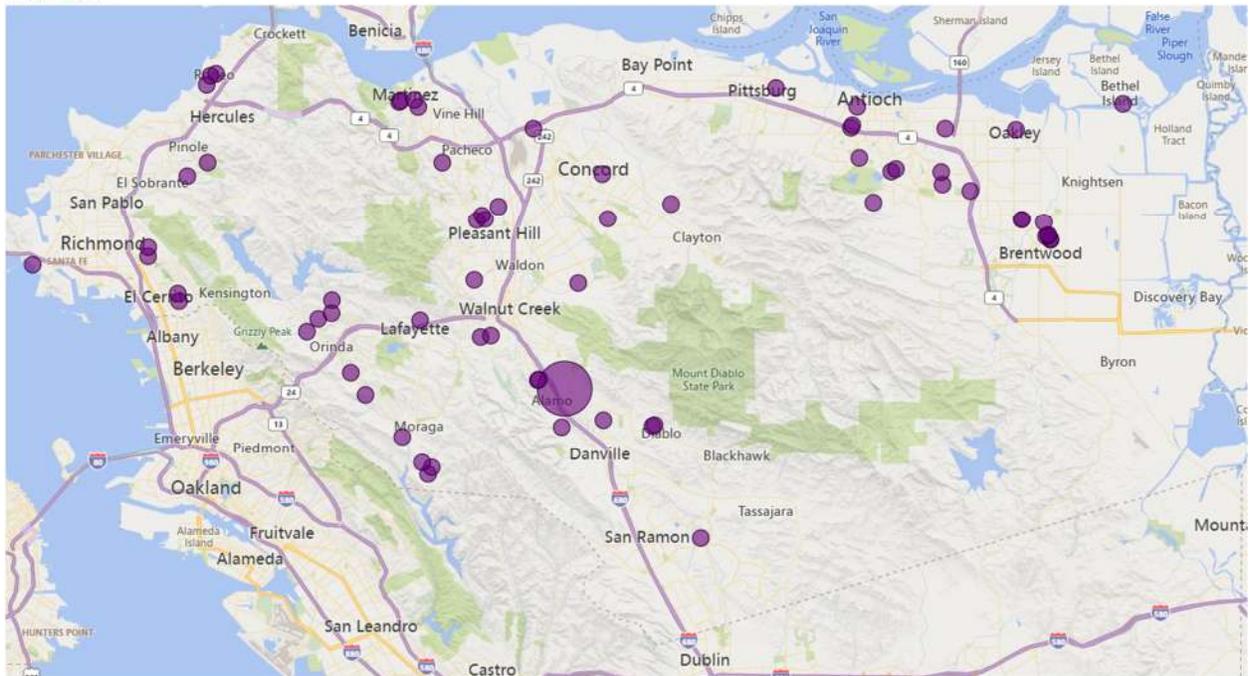
Program Actions

Program ● Skunk



Service Requests: The District received 69 requests for Skunk service.

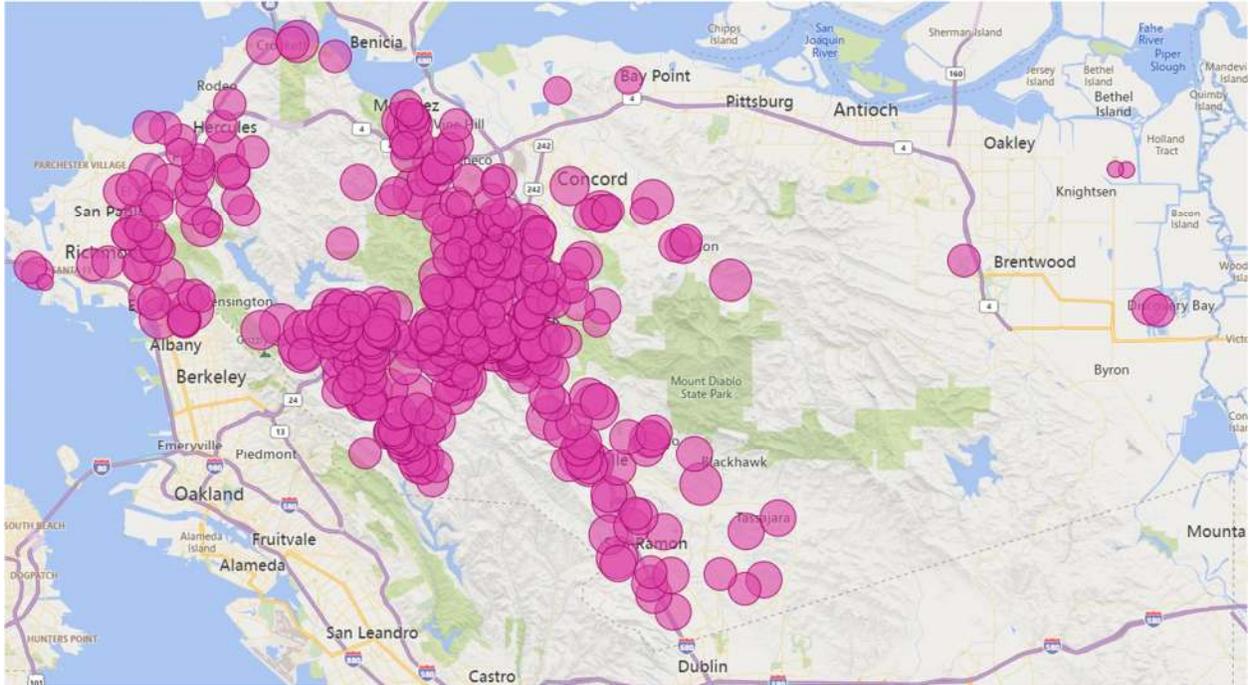
SRTYPE ● Skunk



Yellowjackets:

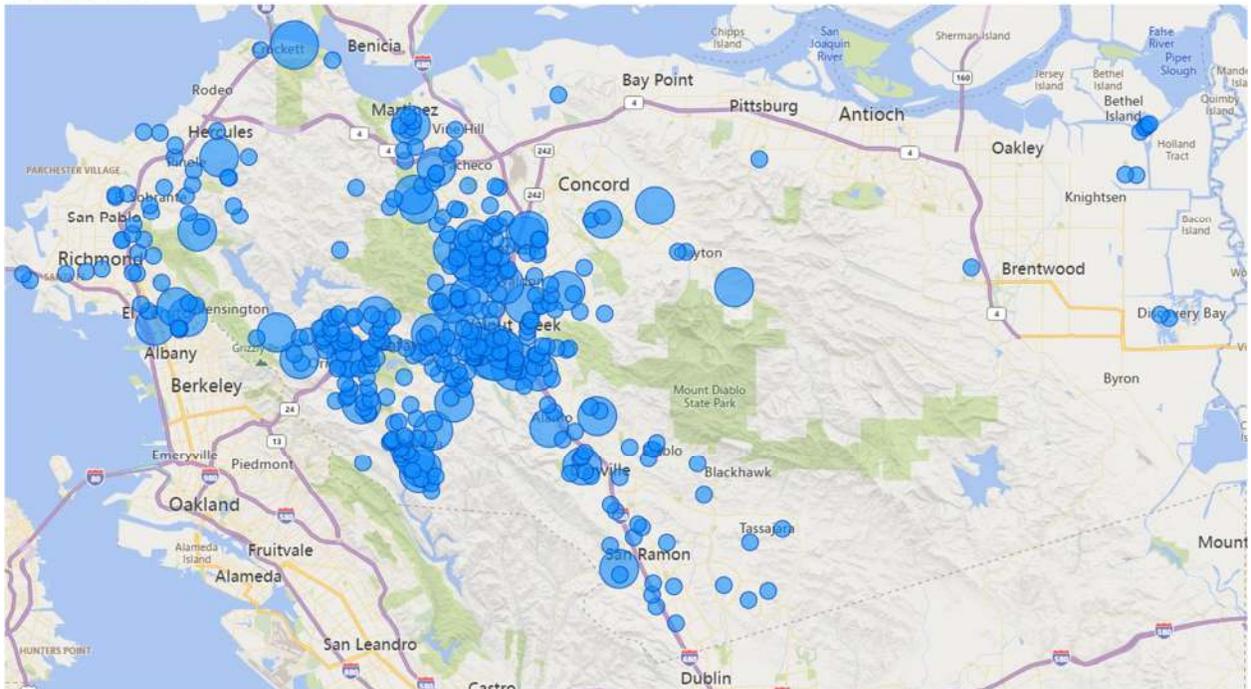
Program Actions

Program ● Yellowjackets



Service Requests: The District received 432 requests for Yellowjacket service

SRTType ● Yellowjackets



October 2025 Public Affairs Report to the Board of Trustees

Prepared October 30, 2025, by the Public Affairs Team

Presentations & Events

- In October 2025, the Public Affairs staff participated in four events, including the Brentwood Farmers' Market, Bethel Island Health and Safety Fair, and the Moraga Farmers' Market. Public Affairs staff also provided two presentations, one was to the San Pablo City Council on the matter of the trustee vacancy, and the other was to a community group in El Cerrito at the invitation of Code Enforcement to discuss rodent issues.



News Coverage

- The Public Affairs staff published two News Releases in October. The first was published on October 2nd, about the latest detection of *Aedes aegypti* mosquitoes in Antioch. The second news release provided information about the third group of mosquitoes that tested positive for West Nile virus and was published on October 3, 2025. The District subsequently received news coverage from five news organizations, including CBS Bay Area, Contra Costa News, Local News Matters, Claycord, and SF Gate.

HEALTH
Additional invasive *Aedes aegypti* mosquitoes found in Antioch neighborhood.

By Tim Paig
 October 2, 2025 / 1:59 AM PDT / COPS.com Francisco

Officials in the East Bay report incidences of an Antioch neighborhood to check for standing water following this week's rain, as more invasive mosquitoes are being found in the area.

According to the **Contra Costa Mosquito and Vector Control District**, *Aedes aegypti* mosquitoes were located in an area between Lone Tree Way and Hillview Avenue this week. The mosquitoes have been found in the area for several weeks.

"We have been collecting these mosquitoes in our traps in Antioch since May, and this week, we collected more. That's why we need residents to be aware that this week's rain can provide mosquitoes with more places to develop from egg to adult, so it's imperative that residents check out any standing water that has collected in their yards," said Steve Schatz, the agency's Scientific Program Manager.

THIRD GROUP OF WEST NILE VIRUS-INFECTED MOSQUITOES CONFIRMED IN CONTRA COSTA COUNTY

Photo Release
 October 3, 2025

MOSQUITO & VECTOR CONTROL DISTRICT

CONTRA COSTA COUNTY - The Contra Costa Mosquito and Vector Control District announced today that a third group of West Nile virus-infected mosquitoes has been confirmed in Contra Costa County. The mosquitoes were collected in a residential area in the East Bay on October 1, 2025.

West Nile virus is a mosquito-borne virus that can cause illness in humans. The virus is spread by mosquitoes, most commonly the *Culex* species. Symptoms of West Nile virus infection can range from mild fever to severe neurological disease. The virus is most commonly found in the West and Midwest regions of the United States.

The Contra Costa Mosquito and Vector Control District is currently conducting a mosquito control program in the area. Residents are encouraged to check for and eliminate standing water in their yards to help reduce the mosquito population.

LOCAL NEWS MATTERS
 BAY AREA

Health officials on alert after invasive mosquito detected in Santa Cruz, Contra Costa

by Jamie Aguirre, Bay City News | October 3, 2025

For *Aedes aegypti* mosquito, leads in an isolated photo. The invasive



invasive mosquito detected in Santa Cruz, Contra Costa

Alameda County Mosquito Abatement District via Bay City News

CLAYCORD
 (News, Talk & More)

Officials Urge Vigilance As More Mosquitoes Test Positive For West Nile Virus

October 3, 2025 - 6:47 AM EST

The Contra Costa Mosquito and Vector Control District announced that mosquitoes collected from a trap in Antioch tested positive for West Nile virus on Monday, the first group from that area to do so this year. Officials emphasized that these mosquitoes are not the same species that East Contra Costa County residents have been reporting. The district mosquitoes can bite the mosquitoes that are found in that area. The mosquitoes that residents have reported are coming from the northwestern part of the Bay.

According to District Program Manager Steve Schatz, Ph.D., Contra Costa County is home to 10 native mosquito species, but only the *Culex* species and *Culex quinquefasciatus* are found at present in the East Bay area. The mosquitoes collected from Contra Costa County are not the same species that East Contra Costa County residents have been reporting. The district mosquitoes can bite the mosquitoes that are found in that area. The mosquitoes that residents have reported are coming from the northwestern part of the Bay.

SFGATE

NEWSMART (LIVE & STATE)

Dangerous mosquitoes that like warm temperatures found in East Bay

Aedes aegypti mosquitoes have been linked to cases of dengue in California.

By ANNA FISHBACH/CLAYCORD (NEWS, TALK & MORE) REPORTER: S. PAIG



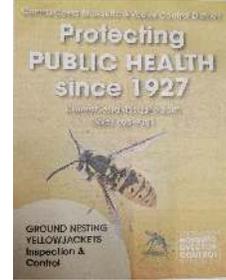
FILE: Photo of an *Aedes aegypti* mosquito.

Health officials have warned residents to take steps to protect themselves from invasive mosquitoes after detecting more of them in Contra Costa County. The *Aedes aegypti* mosquito, known for spreading diseases like yellow fever, Chikungunya and Zika worldwide — turned up in Antioch this week.

Advertising

As of October 2025:

- The District continues to advertise online, in regional print publications, and on Contra Costa County's bus systems, which travel to all of Contra Costa County. This ad appeared in the October 17, 2025, edition of The Press newspaper, which serves the communities of Brentwood, Discovery Bay, Oakley, and Antioch.



Social Media

The District uses a combination of Twitter/X, Nextdoor, Facebook, and Instagram to conduct District outreach on social media.

Twitter (X) Activity — Account @CCMosquito Yearly Comparisons

October 2025 Twitter/X Activity

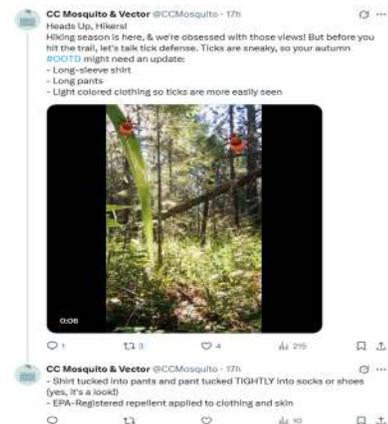
1428 Followers
23 Tweets
1468 Impressions
11 Likes
1 Link Clicks
0 Profile Clicks
120 Media/Video Views
0 Replies
66 Engagements
12 Retweets
3 Profile Visits
0 Mentions
14 Detail Expands

October 2024 Twitter/X Activity

1446 Followers
5 Tweets
615 Impressions
6 Likes
3 Link Clicks
0 Profile Clicks
0 Media/Video Views
0 Replies
56 Engagements
2 Retweets
4 Profile Visits
0 Mentions
22 Detail Expands

Most Popular @ccmosquito Tweet — October 27, 2025

258 Impressions
5 Likes
4 Retweets
17 Engagement
6 Detail Expands
66 Video Views



Nextdoor Activity Contra Costa Mosquito and Vector Control District - Local Agency

Overall, as of October 2025, there are:

- 658,543 members
- 324,794 claimed households
- 1010 neighborhoods

The District's Nextdoor Activity October 2025

- 19 Posts
- 182 Reactions
- 82,002 Impressions

Most Popular Nextdoor Post — October 9, 2025

5,918 Impressions
29 Engagement



Facebook Activity — Account @CCMosquito Yearly Comparisons

October 2025 Facebook Activity

83 Followers
27 Posts
1 Likes
0 Loves
11603 Post Views
34 3-second Views
0 1-minute View
0 Link Clicks
5 Comments
2 Shares
0 Saves

October 2024 Facebook Activity

50 Followers
4 Posts
6 Likes
0 Loves
130 Post Impressions
27 3-Second Views
17 Post Engagements
2 Link Clicks
0 Comments
2 Shares
0 Saves

Most Popular @CCMosquito Facebook Post — October 21, 2025

184 Post Views
6 Interactions
2 Comments
1 Share
37 3-Second Views
23 Seconds Avg. Video Play time
33 min. 12 sec. Total Video Play time



Instagram Activity — Account @contracostamosquito Yearly Comparisons

October 2025 Instagram Activity

290 Followers
 27 Posts
 6599 Views
 214 Interactions
 120 Likes and Reactions
 6 Comments
 12 Share
 0 Save
 3 hrs. 36 min. 52 sec. Total Watch Time
 7.33 sec. Avg Video Play Time

October 2024 Instagram Activity

196 Followers
 4 Posts
 178 Views
 17 Interactions
 15 Likes
 17 Engagement
 0 Shares
 0 Saves

Most Popular @contracostamosquito Instagram Post — October 3, 2025

570 Post Views
 408 Post Reach
 26 Interactions
 24 Likes
 1 Shares
 2 Profile Activity
 2 New Followers



Publications

- **Total Constant Contact Subscribers**
 - Constant Contact is how the District distributes Mosquito Bytes newsletters, Employee Newsletters, Adult Mosquito Control Notifications, and News Releases.
 - October 2025 - 4071 Subscribers
 - October 2024 - 3063 Subscribers

- **Newsletters**

On **October 21, 2025**, Public Affairs staff published a **Mosquito Bytes Newsletter** providing information to Contra Costa County residents on how fall flooding can impact mosquito production and what the District is doing to control mosquitoes during fall flooding events.

- 1628 Sent
- 48.9% Opened
- 1.4% Click Rate
- 82.8% Desktop Opens
- 17.2% Mobile Opens



- **News Releases**

The Public Affairs staff published two News Releases in October. The first was about the District's continued detection of *Aedes aegypti* mosquitoes in Antioch and how important it is for residents to work with the District to control this dangerous mosquito. The second was about the third group of mosquitoes to test positive for West Nile virus.

News Release on *Aedes aegypti*

- 1483 Sent
- 53.4% Opened
- 4.1% Click Rate
- 81.1% Desktop Opens
- 18.9% Mobile Opens



News Release on Third WNV+ Group of Mosquitoes

- 1484 Sent
- 53.3% Opened
- 4.2% Click Rate
- 79.2% Desktop Opens
- 20.8% Mobile Opens

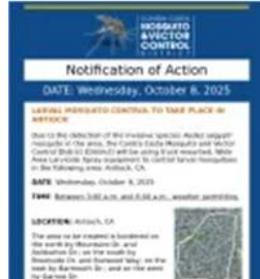


- **Mosquito Control Notifications**

The Public Affairs staff published two Larval Mosquito Control Notifications in October. Both Notifications involved the District Conducting Larval Mosquito Control in the same area of Antioch in an effort to control *Aedes aegypti* larvae.

LMC Notification for Antioch 10/08/25

- 2233 Sent
- 54.6% Opened
- 1% Click Rate
- 65.4% Desktop Opens
- 34.6% Mobile Opens

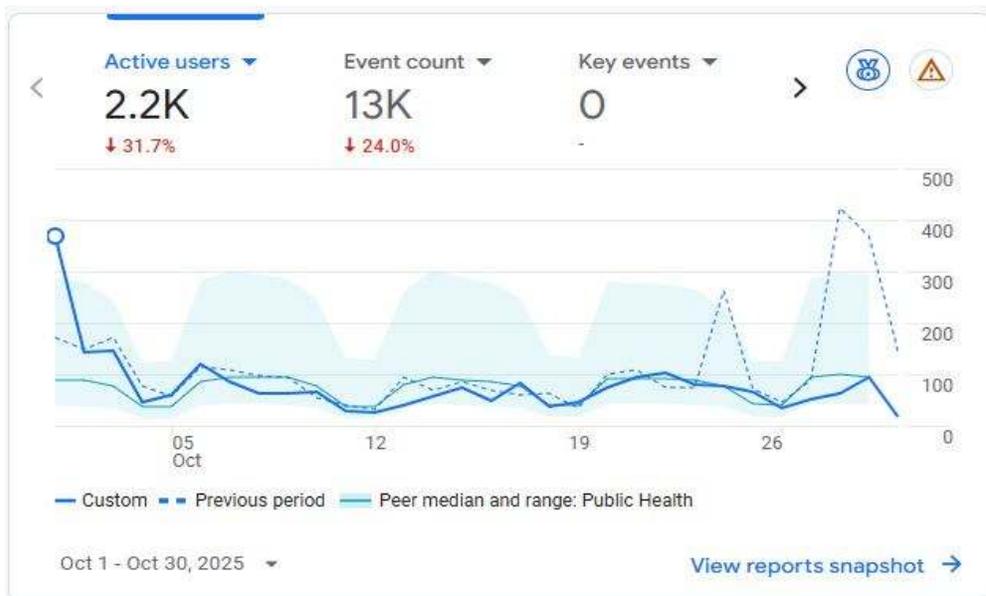


LMC Notification for Antioch 10/31/25

- 2229 Sent
- 46.6% Opened
- 0.8% Click Rate
- 66.7% Desktop Opens
- 33.3% Mobile Opens



Website Statistics October 1-30, 2025



- **Most Viewed Pages, October 1-30, 2025**

Plot rows		Search...	Rows			
<input checked="" type="checkbox"/>	Page title and screen class	↓ Views	Active users	Views per active user	Average engagement time per active user	
<input checked="" type="checkbox"/>	Total	5,199 100% of total	2,198 100% of total	2.37 Avg 0%	39s Avg 0%	
<input checked="" type="checkbox"/>	1 Contra Costa Mosquito And Vector Control District	1,604 (30.85%)	969 (44.09%)	1.66	33s	
<input checked="" type="checkbox"/>	2 Request Services - Contra Costa Mosquito And Vector Control District	688 (13.23%)	439 (19.97%)	1.57	27s	
<input checked="" type="checkbox"/>	3 Services and Programs - Contra Costa Mosquito And Vector Control District	368 (7.08%)	323 (14.7%)	1.14	15s	
<input checked="" type="checkbox"/>	4 About Us - Contra Costa Mosquito And Vector Control District	195 (3.75%)	158 (7.19%)	1.23	22s	
<input checked="" type="checkbox"/>	5 For News Media - Contra Costa Mosquito And Vector Control District	162 (3.12%)	115 (5.23%)	1.41	13s	
<input type="checkbox"/>	6 2025 West Nile Virus Activity - Contra Costa Mosquito And Vector Control District	119 (2.29%)	84 (3.82%)	1.42	18s	
<input type="checkbox"/>	7 Contact Us - Contra Costa Mosquito And Vector Control District	108 (2.08%)	102 (4.64%)	1.06	13s	
<input type="checkbox"/>	8 Invasive Mosquito Species - Contra Costa Mosquito And Vector Control District	99 (1.9%)	67 (3.05%)	1.48	43s	
<input type="checkbox"/>	9 Yellowjackets - Contra Costa Mosquito And Vector Control District	82 (1.58%)	62 (2.82%)	1.32	26s	
<input type="checkbox"/>	10 Employment Opportunities - Contra Costa Mosquito And Vector Control District	79 (1.52%)	50 (2.27%)	1.58	21s	

- **Device Preference, October 1-30, 2025**



Customer Service Program

- **Physical survey cards**
 - Up to 30 are sent each week, year-round, to county residents at random
 - The postage-paid cards are sent two weeks after the initial service request

- **“Contact Us” form via the District website (Comments to the Website)**
 - Inquiry re: Rat and mouse issues/question about inspection service.

 - Inquiry re: Code enforcement report of standing water issues at apartment complex.

- **Examples of October 2025 Survey Card Responses**

“Technician was super friendly, punctual, and really informative. He provided a great service!”

“The person was fantastic! Please let him know we are very appreciative of his work!”

“I thought the woman was very professional. I was also pleased that the government still provides these services.”

Fantastic service! Immediately contacted me on Monday morning after my Friday night message requesting service.”

BEFORE THE BOARD OF TRUSTEES OF
CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

**Resolution of the Contra Costa Mosquito and
Vector Control District Approving Lease at
150 Mason Circle, Suite L, Concord, CA 94520**

RESOLUTION 25-7

At a meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District, a special district organized and existing under the laws of the State of California, held on the 10th day of November 2025, at 5750 Imhoff Drive, Suite I, Concord, California, a quorum being present, the following Resolution was adopted:

WHEREAS, the Contra Costa Mosquito and Vector Control District (the “District”) is a mosquito abatement and vector control district duly organized and existing pursuant to California Health and Safety Code Section 2000, under the laws of the State of California; and

WHEREAS, the Contra Costa Mosquito and Vector Control District (“District”) desires to enter into a lease for use of property located at 150 Mason Circle, Suite L Concord, CA 94520, more particularly described in Exhibit A (“Property”); and

WHEREAS, the District wishes to enter into a sublease (“Sublease”) of the Property, commencing on November 15, 2025, and terminating on October 31, 2026, which sublease is attached hereto as Exhibit B; and

WHEREAS, District staff has reviewed the Sublease and recommends that the Board adopt this resolution authorizing the General Manager to sign on behalf of the District, make all payments required therein and take all necessary actions to implement it.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Contra Costa Mosquito and Vector Control District as follows:

1. The Board of Trustees has reviewed the Sublease and authorizes the General Manager to execute the same on behalf of the District.

PASSED, APPROVED, and ADOPTED at a special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District on the 10th day of November 2025, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Daniel Pellegrini
2025 Secretary, Board of Trustees

Exhibit A

(Property)



Exhibit B

(Sublease)

SUBLEASE FOR A SINGLE SUBLESSEE

To be used if the entire space (Premises) will be subleased by a single sublessee whether or not the space (Premises) is a single tenant building or is located in a multi-tenant building.

If there will be one or more sublessees sharing the space with each other and/or the lessee, whether or not the space (Premises) is a single tenant building or is located in a multi-tenant building, use the Sublease for Multiple Tenants.

1. Basic Provisions ("Basic Provisions").

1.1 **Parties:** This Sublease ("Sublease"), dated for reference purposes only November 3, 2025, is made by and between Brian J. Bristol, an individual ("Sublessor") and Contra Costa Mosquito & Vector Control District ("Sublessee"), (collectively the "Parties", or individually a "Party").

1.2 **Premises:** That certain real property, including all improvements therein, and commonly known as (street address, city, state, zip)- 150 Mason Circle, Suite L, Concord located in the County of Contra Costa, State of California and generally described as (describe briefly the nature of the property) 2,549 SF ("Premises").

1.3 **Term:** 0 years and 10.5 months commencing November 15, 2025 ("Commencement Date") and ending September 30, 2026 ("Expiration Date").

~~1.4 **Early Possession:** If the Premises are available Sublessee may have non-exclusive possession of the Premises commencing _____ ("Early Possession Date").~~

1.5 **Base Rent:** _____ per month ("Base Rent"), payable on the _____ day of each month commencing _____.

If this box is checked, there are provisions in this Sublease for the Base Rent to be adjusted.

1.6 Base Rent and Other Monies Paid Upon Execution:

- (a) **Base Rent:** \$2,752.92 for the period November 15, 2025- November 30, 2025.
- (b) **Security Deposit:** \$5,505.84 ("Security Deposit").
- (c) **Association Fees:** _____ for the period _____.
- (d) **Other:** _____ for _____.
- (e) **Total Due Upon Execution of this Sublease:** \$8,258.76.

1.7 **Agreed Use:** The Premises shall be used and occupied only for _____ and for no other purposes.

1.8 Real Estate Brokers.

(a) **Representation:** Each Party acknowledges receiving a Disclosure Regarding Real Estate Agency Relationship, confirms and consents to the following agency relationships in this Sublease with the following real estate brokers ("Broker(s)") and/or their agents ("Agent(s)"):

Sublessor's Brokerage Firm CBRE, Inc. License No. 00409987 is the broker of (check one): the Sublessor; or both the Sublessee and Sublessor (dual agent).

Sublessor's Agent Bo Harkins License No. 01943785 is (check one): the Sublessor's Agent (salesperson or broker associate); or both the Sublessee's Agent and the Sublessor's Agent (dual agent).

Sublessee's Brokerage Firm Colliers License No. 00490878 is the broker of (check one): the Sublessee; or both the Sublessee and Sublessor (dual agent).

Sublessee's Agent Curt Scheve License No. 00916122 is (check one): the Sublessee's Agent (salesperson or broker associate); or both the Sublessee's Agent and the Sublessor's Agent (dual agent).

(b) **Payment to Brokers:** Upon execution and delivery of this Sublease by both Parties, Sublessor shall pay to the Brokers the brokerage fee agreed to in a separate written agreement (or if there is no such agreement, the sum of _____ or 5 % of the total Base Rent) for the brokerage services rendered by the Brokers.

1.9 **Guarantor.** The obligations of the Sublessee under this Sublease shall be guaranteed by _____ ("Guarantor").

1.10 **Attachments.** Attached hereto are the following, all of which constitute a part of this Sublease:

- an Addendum consisting of Paragraphs 14 through 15 ;
- a plot plan depicting the Premises;
- a Work Letter;
- a copy of the Master Lease and any and all amendments to such lease (collectively the "Master Lease");
- other (specify): _____.

2. Premises.

2.1 **Letting.** Sublessor hereby subleases to Sublessee, and Sublessee hereby subleases from Sublessor, the Premises, for the term, at the rental, and upon all of the terms, covenants and conditions set forth in this Sublease. While the approximate square footage of the Premises may have been used in the marketing of the Premises for purposes of comparison, the Base Rent stated herein is NOT tied to square footage and is not subject to adjustment should the actual size be determined

INITIALS

INITIALS

to be different. **Note: Sublessee is advised to verify the actual size prior to executing this Sublease.**

2.2 **Condition.** Sublessor shall deliver the Premises to Sublessee broom clean and free of debris on the Commencement Date or the Early Possession Date, whichever first occurs ("**Start Date**"), and warrants that the existing electrical, plumbing, fire sprinkler, lighting, heating, ventilating and air conditioning systems ("**HVAC**"), and any items which the Sublessor is obligated to construct pursuant to the Work Letter attached hereto, if any, other than those constructed by Sublessee, shall be in good operating condition on said date. If a non-compliance with such warranty exists as of the Start Date, or if one of such systems or elements should malfunction or fail within the appropriate warranty period, Sublessor shall, as Sublessor's sole obligation with respect to such matter, except as otherwise provided in this Sublease, promptly after receipt of written notice from Sublessee setting forth with specificity the nature and extent of such non-compliance, malfunction or failure, rectify same at Sublessor's expense. The warranty periods shall be as follows: (i) 6 months as to the HVAC systems, and (ii) 30 days as to the remaining systems and other elements. If Sublessee does not give Sublessor the required notice within the appropriate warranty period, correction of any such non-compliance, malfunction or failure shall be the obligation of Sublessee at Sublessee's sole cost and expense.

2.3 **Compliance.** Sublessor warrants that any improvements, alterations or utility installations made or installed by or on behalf of Sublessor to or on the Premises comply with all applicable covenants or restrictions of record and applicable building codes, regulations and ordinances ("**Applicable Requirements**") in effect on the date that they were made or installed. Sublessor makes no warranty as to the use to which Sublessee will put the Premises or to modifications which may be required by the Americans with Disabilities Act or any similar laws as a result of Sublessee's use. **NOTE: Sublessee is responsible for determining whether or not the zoning and other Applicable Requirements are appropriate for Sublessee's intended use, and acknowledges that past uses of the Premises may no longer be allowed.** If the Premises do not comply with said warranty, Sublessor shall, except as otherwise provided, promptly after receipt of written notice from Sublessee setting forth with specificity the nature and extent of such non-compliance, rectify the same.

2.4 **Acknowledgements.** Sublessee acknowledges that: (a) it has been given an opportunity to inspect and measure the Premises, (b) it has been advised by Sublessor and/or Brokers to satisfy itself with respect to the size and condition of the Premises (including but not limited to the electrical, HVAC and fire sprinkler systems, security, environmental aspects, and compliance with Applicable Requirements and the Americans with Disabilities Act), and their suitability for Sublessee's intended use, (c) Sublessee has made such investigation as it deems necessary with reference to such matters and assumes all responsibility therefor as the same relate to its occupancy of the Premises, (d) it is not relying on any representation as to the size of the Premises made by Brokers or Sublessor, (e) the square footage of the Premises was not material to Sublessee's decision to sublease the Premises and pay the Rent stated herein, and (f) neither Sublessor, Sublessor's agents, nor Brokers have made any oral or written representations or warranties with respect to said matters other than as set forth in this Sublease. In addition, Sublessor acknowledges that: (i) Brokers have made no representations, promises or warranties concerning Sublessee's ability to honor the Sublease or suitability to occupy the Premises, and (ii) it is Sublessor's sole responsibility to investigate the financial capability and/or suitability of all proposed tenants.

2.5 **Americans with Disabilities Act.** In the event that as a result of Sublessee's use, or intended use, of the Premises the Americans with Disabilities Act or any similar law requires modifications or the construction or installation of improvements in or to the Premises, Building, Project and/or Common Areas, the Parties agree that such modifications, construction or improvements shall be made at: Sublessor's expense Sublessee's expense.

3. Possession.

3.1 **Early Possession.** Any provision herein granting Sublessee Early Possession of the Premises is subject to and conditioned upon the Premises being available for such possession prior to the Commencement Date. Any grant of Early Possession only conveys a non-exclusive right to occupy the Premises. If Sublessee totally or partially occupies the Premises prior to the Commencement Date, the obligation to pay Base Rent shall be abated for the period of such Early Possession. All other terms of this Sublease (including but not limited to the obligations to pay Sublessee's Share of Common Area Operating Expenses, Real Property Taxes and insurance premiums and to maintain the Premises) shall, however, be in effect during such period. Any such Early Possession shall not affect the Expiration Date.

3.2 **Delay in Commencement.** Sublessor agrees to use its best commercially reasonable efforts to deliver possession of the Premises by the Commencement Date. If, despite said efforts, Sublessor is unable to deliver possession as agreed, the rights and obligations of Sublessor and Sublessee shall be as set forth in Paragraph 3.3 of the Master Lease (as modified by Paragraph 6.3 of this Sublease).

3.3 **Sublessee Compliance.** Sublessor shall not be required to tender possession of the Premises to Sublessee until Sublessee complies with its obligation to provide evidence of insurance. Pending delivery of such evidence, Sublessee shall be required to perform all of its obligations under this Sublease from and after the Start Date, including the payment of Rent, notwithstanding Sublessor's election to withhold possession pending receipt of such evidence of insurance. Further, if Sublessee is required to perform any other conditions prior to or concurrent with the Start Date, the Start Date shall occur but Sublessor may elect to withhold possession until such conditions are satisfied.

4. Rent and Other Charges.

4.1 **Rent Defined.** All monetary obligations of Sublessee to Sublessor under the terms of this Sublease (except for the Security Deposit) are deemed to be rent ("**Rent**"). Rent shall be payable in lawful money of the United States to Sublessor at the address stated herein or to such other persons or at such other places as Sublessor may designate in writing.

~~4.2 **Utilities.** Sublessee shall pay for all water, gas, heat, light, power, telephone, trash disposal and other utilities and services supplied to the Premises, together with any taxes thereon.~~

5. **Security Deposit.** The rights and obligations of Sublessor and Sublessee as to said Security Deposit shall be as set forth in Paragraph 5 of the Master Lease (as modified by Paragraph 6.3 of this Sublease).

6. Master Lease.

6.1 Sublessor is the lessee of the Premises by virtue of the "**Master Lease**", wherein B9 Sequoia Concord Owner LP, a Delaware limited partnership is the lessor, hereinafter the "**Master Lessor**".

6.2 This Sublease is and shall be at all times subject and subordinate to the Master Lease.

6.3 The terms, conditions and respective obligations of Sublessor and Sublessee to each other under this Sublease shall be the terms and conditions of the Master Lease except for those provisions of the Master Lease which are directly contradicted by this Sublease in which event the terms of this Sublease document shall control over the Master Lease. Therefore, for the purposes of this Sublease, wherever in the Master Lease the word "Lessor" is used it shall be deemed to mean the Sublessor herein and wherever in the Master Lease the word "Lessee" is used it shall be deemed to mean the Sublessee herein.

6.4 During the term of this Sublease and for all periods subsequent for obligations which have arisen prior to the termination of this Sublease, Sublessee does hereby expressly assume and agree to perform and comply with, for the benefit of Sublessor and Master Lessor, each and every obligation of Sublessor under the Master Lease except for the following paragraphs which are excluded therefrom: n/a.

6.5 The obligations that Sublessee has assumed under paragraph 6.4 hereof are hereinafter referred to as the "**Sublessee's Assumed Obligations**". The obligations that sublessee has not assumed under paragraph 6.4 hereof are hereinafter referred to as the "**Sublessor's Remaining Obligations**".

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6.6 Sublessee shall hold Sublessor free and harmless from all liability, judgments, costs, damages, claims or demands, including reasonable attorneys fees, arising out of Sublessee's failure to comply with or perform Sublessee's Assumed Obligations.

6.7 Sublessor agrees to maintain the Master Lease during the entire term of this Sublease, subject, however, to any earlier termination of the Master Lease without the fault of the Sublessor, and to comply with or perform Sublessor's Remaining Obligations and to hold Sublessee free and harmless from all liability, judgments, costs, damages, claims or demands arising out of Sublessor's failure to comply with or perform Sublessor's Remaining Obligations.

6.8 Sublessor represents to Sublessee that the Master Lease is in full force and effect and that no default exists on the part of any Party to the Master Lease.

7. Assignment of Sublease and Default.

7.1 Sublessor hereby assigns and transfers to Master Lessor the Sublessor's interest in this Sublease, subject however to the provisions of Paragraph 8.2 hereof.

7.2 Master Lessor, by executing this document, agrees that until a Default shall occur in the performance of Sublessor's Obligations under the Master Lease, that Sublessor may receive, collect and enjoy the Rent accruing under this Sublease. However, if Sublessor shall Default in the performance of its obligations to Master Lessor then Master Lessor may, at its option, receive and collect, directly from Sublessee, all Rent owing and to be owed under this Sublease. In the event, however, that the amount collected by Master Lessor exceeds Sublessor's obligations any such excess shall be refunded to Sublessor. Master Lessor shall not, by reason of this assignment of the Sublease nor by reason of the collection of the Rent from the Sublessee, be deemed liable to Sublessee for any failure of the Sublessor to perform and comply with Sublessor's Remaining Obligations.

7.3 Sublessor hereby irrevocably authorizes and directs Sublessee upon receipt of any written notice from the Master Lessor stating that a Default exists in the performance of Sublessor's obligations under the Master Lease, to pay to Master Lessor the Rent due and to become due under the Sublease. Sublessor agrees that Sublessee shall have the right to rely upon any such statement and request from Master Lessor, and that Sublessee shall pay such Rent to Master Lessor without any obligation or right to inquire as to whether such Default exists and notwithstanding any notice from or claim from Sublessor to the contrary and Sublessor shall have no right or claim against Sublessee for any such Rent so paid by Sublessee.

7.4 No changes or modifications shall be made to this Sublease without the consent of Master Lessor.

8. Consent of Master Lessor.

8.1 In the event that the Master Lease requires that Sublessor obtain the consent of Master Lessor to any subletting by Sublessor then, this Sublease shall not be effective unless, within 10 days of the date hereof, Master Lessor signs this Sublease thereby giving its consent to this Subletting.

8.2 In the event that the obligations of the Sublessor under the Master Lease have been guaranteed by third parties, then neither this Sublease, nor the Master Lessor's consent, shall be effective unless, within 10 days of the date hereof, said guarantors sign this Sublease thereby giving their consent to this Sublease.

8.3 In the event that Master Lessor does give such consent then:

(a) Such consent shall not release Sublessor of its obligations or alter the primary liability of Sublessor to pay the Rent and perform and comply with all of the obligations of Sublessor to be performed under the Master Lease.

(b) The acceptance of Rent by Master Lessor from Sublessee or anyone else liable under the Master Lease shall not be deemed a waiver by Master Lessor of any provisions of the Master Lease.

(c) The consent to this Sublease shall not constitute a consent to any subsequent subletting or assignment.

(d) In the event of any Default of Sublessor under the Master Lease, Master Lessor may proceed directly against Sublessor, any guarantors or any one else liable under the Master Lease or this Sublease without first exhausting Master Lessor's remedies against any other person or entity liable thereon to Master Lessor.

(e) Master Lessor may consent to subsequent sublettings and assignments of the Master Lease or this Sublease or any amendments or modifications thereto without notifying Sublessor or any one else liable under the Master Lease and without obtaining their consent and such action shall not relieve such persons from liability.

(f) In the event that Sublessor shall Default in its obligations under the Master Lease, then Master Lessor, at its option and without being obligated to do so, may require Sublessee to attorn to Master Lessor in which event Master Lessor shall undertake the obligations of Sublessor under this Sublease from the time of the exercise of said option to termination of this Sublease but Master Lessor shall not be liable for any prepaid Rent nor any Security Deposit paid by Sublessee, nor shall Master Lessor be liable for any other Defaults of the Sublessor under the Sublease.

(g) Unless directly contradicted by other provisions of this Sublease, the consent of Master Lessor to this Sublease shall not constitute an agreement to allow Sublessee to exercise any options which may have been granted to Sublessor in the Master Lease (see Paragraph 39.2 of the Master Lease).

8.4 The signatures of the Master Lessor and any Guarantors of Sublessor at the end of this document shall constitute their consent to the terms of this Sublease.

8.5 Master Lessor acknowledges that, to the best of Master Lessor's knowledge, no Default presently exists under the Master Lease of obligations to be performed by Sublessor and that the Master Lease is in full force and effect.

8.6 In the event that Sublessor Defaults under its obligations to be performed under the Master Lease by Sublessor, Master Lessor agrees to deliver to Sublessee a copy of any such notice of default. Sublessee shall have the right to cure any Default of Sublessor described in any notice of default if Sublessee does so within the same number of days set forth in the notice of default given to Sublessor. If such Default is cured by Sublessee then Sublessee shall have the right of reimbursement and offset from and against Sublessor.

9. Additional Brokers Commissions.

9.1 Sublessor agrees that if Sublessee exercises any option or right of first refusal as granted by Sublessor herein, or any option or right substantially similar thereto, either to extend the term of this Sublease, to renew this Sublease, to purchase the Premises, or to lease or purchase adjacent property which Sublessor may own or in which Sublessor has an interest, then Sublessor shall pay to Broker a fee in accordance with the schedule of Broker in effect at the time of the execution of this Sublease. Notwithstanding the foregoing, Sublessor's obligation under this Paragraph is limited to a transaction in which Sublessor is acting as a Sublessor, lessor or seller.

9.2 If a separate brokerage fee agreement is attached then Master Lessor agrees that if Sublessee shall exercise any option or right of first refusal granted to Sublessee by Master Lessor in connection with this Sublease, or any option or right substantially similar thereto, either to extend or renew the Master Lease, to purchase the Premises or any part thereof, or to lease or purchase adjacent property which Master Lessor may own or in which Master Lessor has an interest, or if Broker is the procuring cause of any other lease or sale entered into between Sublessee and Master Lessor pertaining to the Premises, any part thereof, or any adjacent property which Master Lessor owns or in which it has an interest, then as to any of said transactions, Master Lessor shall pay to Broker a fee, in cash, in accordance with the schedule attached to such brokerage fee agreement.

9.3 Any fee due from Sublessor or Master Lessor hereunder shall be due and payable upon the exercise of any option to extend or renew, upon the execution of any new lease, or, in the event of a purchase, at the close of escrow.

9.4 Any transferee of Sublessor's interest in this Sublease, or of Master Lessor's interest in the Master Lease, by accepting an assignment thereof, shall be

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deemed to have assumed the respective obligations of Sublessor or Master Lessor under this Paragraph 9. Broker shall be deemed to be a third-party beneficiary of this paragraph 9.

10. Representations and Indemnities of Broker Relationships. The Parties each represent and warrant to the other that it has had no dealings with any person, firm, broker, agent or finder (other than the Brokers and Agents, if any) in connection with this Sublease, and that no one other than said named Brokers and Agents is entitled to any commission or finder's fee in connection herewith. Sublessee and Sublessor do each hereby agree to indemnify, protect, defend and hold the other harmless from and against liability for compensation or charges which may be claimed by any such unnamed broker, finder or other similar party by reason of any dealings or actions of the indemnifying Party, including any costs, expenses, attorneys' fees reasonably incurred with respect thereto.

11. Attorney's fees. If any Party or Broker brings an action or proceeding involving the Premises whether founded in tort, contract or equity, or to declare rights hereunder, the Prevailing Party (as hereafter defined) in any such proceeding, action, or appeal thereon, shall be entitled to reasonable attorneys' fees. Such fees may be awarded in the same suit or recovered in a separate suit, whether or not such action or proceeding is pursued to decision or judgment. The term, "**Prevailing Party**" shall include, without limitation, a Party or Broker who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment, or the abandonment by the other Party or Broker of its claim or defense. The attorneys' fees award shall not be computed in accordance with any court fee schedule, but shall be such as to fully reimburse all attorneys' fees reasonably incurred. In addition, Sublessor shall be entitled to attorneys' fees, costs and expenses incurred in the preparation and service of notices of Default and consultations in connection therewith, whether or not a legal action is subsequently commenced in connection with such Default or resulting Breach (\$200 is a reasonable minimum per occurrence for such services and consultation).

12. No Prior or Other Agreements; Broker Disclaimer. This Sublease contains all agreements between the Parties with respect to any matter mentioned herein, and no other prior or contemporaneous agreement or understanding shall be effective. Sublessor and Sublessee each represents and warrants to the Brokers that it has made, and is relying solely upon, its own investigation as to the nature, quality, character and financial responsibility of the other Party to this Sublease and as to the use, nature, quality and character of the Premises. Brokers have no responsibility with respect thereto or with respect to any default or breach hereof by either Party. The liability (including court costs and attorneys' fees), of any Broker with respect to negotiation, execution, delivery or performance by either Sublessor or Sublessee under this Sublease or any amendment or modification hereto shall be limited to an amount up to the fee received by such Broker pursuant to this Sublease; provided, however, that the foregoing limitation on each Broker's liability shall not be applicable to any gross negligence or willful misconduct of such Broker. Signatures to this Sublease accomplished by means of electronic signature or similar technology shall be legal and binding.

13. Accessibility; Americans with Disabilities Act.

(a) The Premises:

have not undergone an inspection by a Certified Access Specialist (CASp). Note: A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.

have undergone an inspection by a Certified Access Specialist (CASp) and it was determined that the Premises met all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq. Lessee acknowledges that it received a copy of the inspection report at least 48 hours prior to executing this Lease and agrees to keep such report confidential.

have undergone an inspection by a Certified Access Specialist (CASp) and it was determined that the Premises did not meet all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq. Lessee acknowledges that it received a copy of the inspection report at least 48 hours prior to executing this Lease and agrees to keep such report confidential except as necessary to complete repairs and corrections of violations of construction related accessibility standards.

In the event that the Premises have been issued an inspection report by a CASp the Lessor shall provide a copy of the disability access inspection certificate to Lessee within 7 days of the execution of this Lease.

(b) Since compliance with the Americans with Disabilities Act (ADA) and other state and local accessibility statutes are dependent upon Lessee's specific use of the Premises, Lessor makes no warranty or representation as to whether or not the Premises comply with ADA or any similar legislation. In the event that Lessee's use of the Premises requires modifications or additions to the Premises in order to be in compliance with ADA or other accessibility statutes, Lessee agrees to make any such necessary modifications and/or additions at Lessee's expense.

ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY AIR CRE OR BY ANY REAL ESTATE BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS SUBLEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:

- 1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS SUBLEASE.**
- 2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PREMISES. SAID INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS SUBSTANCES, THE ZONING OF THE PROPERTY, THE STRUCTURAL INTEGRITY, THE CONDITION OF THE ROOF AND OPERATING SYSTEMS, AND THE SUITABILITY OF THE PREMISES FOR SUBLESSEE'S INTENDED USE.**

WARNING: IF THE SUBJECT PROPERTY IS LOCATED IN A STATE OTHER THAN CALIFORNIA, CERTAIN PROVISIONS OF THE SUBLEASE MAY NEED TO BE REVISED TO COMPLY WITH THE LAWS OF THE STATE IN WHICH THE PROPERTY IS LOCATED.

Executed At: _____

On: _____

By Sublessor:

Brian J. Bristol, an individual

By: _____

Name Printed: Brian J. Bristol

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Executed At: _____

On: _____

By Sublessee:

Contra Costa Mosquito & Vector Control District

By: _____

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Last Edited: 11/3/2025 10:35 AM

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Title: _____
Phone: _____
Fax: _____
Email: _____

By: _____
Name Printed: _____

Title: _____
Phone: _____
Fax: _____
Email: _____

Address: _____
Federal ID No.: _____

BROKER

CBRE, Inc.

Attn: Bo Harkins
Title: _____

Address: _____
Phone: _____
Fax: _____
Email: _____
Federal ID No.: _____

Broker DRE License #: 00409987
Agent DRE License #: 01943785

Consent to the above Sublease is hereby given.

Executed At: _____
Executed On: _____

By Master Lessor:

B9 Sequoia Concord Owner LP, a Delaware limited partnership

By: _____
Name Printed: _____

Title: _____
Phone: _____
Fax: _____
Email: _____

By: _____
Name Printed: _____

Title: _____
Phone: _____
Fax: _____
Email: _____

Address: _____
Federal ID No.: _____

Name Printed: _____
Title: _____
Phone: _____
Fax: _____
Email: _____

By: _____
Name Printed: _____

Title: _____
Phone: _____
Fax: _____
Email: _____

Address: _____
Federal ID No.: _____

BROKER

Colliers

Attn: Curt Scheve
Title: _____

Address: _____
Phone: _____
Fax: _____
Email: _____
Federal ID No.: _____

Broker DRE License #: 00490878
Agent DRE License #: _____

Executed At: _____
Executed On: _____

By Guarantor:

By: _____
Name Printed: _____

Title: _____
Address: _____

By: _____
Name Printed: _____

Title: _____
Address: _____

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ADDENDUM TO SUBLEASE

Date: November 3, 2025

By and Between

Sublessor: Brian J. Bristol, an individual

Sublessee: Contra Costa Mosquito & Vector Control District

Property Address: 150 Mason Circle, Suite L, Concord
(street address, city, state, zip)

Paragraph: 14

This sublease is an absolute gross sublease with the Sublessor paying all property taxes, insurance and CAM.

Paragraph 15

Base Rent:

November 15, 2025- November 30, 2025 \$2,752.92

December 1, 2025- September 30, 2026 \$5,505.84

In the event of any conflict between the provisions of this Addendum and the printed provisions of the Sublease, this Addendum shall control.

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Page 7 – Remove statement that MOU supersedes handbook as it's also stated in the Right to Revise section also on page 7.

Page 7 – Change “United Public Employees, Local 1021, SEIU, AFL-CIO” to “Service Employees' International Union (SEIU), Local 1021” to match the current MOU.

Page 7 (and throughout) – Changed handbook to Handbook as it's the document title. Additionally, throughout, the term “policies” when referring to the Handbook has been changed to Handbook for consistency

Page 8 – Removed At Will statement as government employees are “for cause” and protected by civil service laws.

Page 8 (and throughout) – Changed the Human Resources and Risk Manager to Human Resources and Administration Manager to reflect the title change as approved by the Board of Trustees on March 13, 2023.

Page 8 – Changed the title of the New Hires section to Probationary Period to accurately reflect the content of that section.

Page 8 & 9 – Eliminated the term Introductory period to be consistent in the use of the term probationary period, as it's called exclusively in the current MOU.

Page 8 – Changed the evaluation frequency to 6 and 12 months to reflect the change made in the current MOU.

Page 8 – Added the language about leave extending probationary period to be consistent with the current MOU.

Page 9 – Removed line stating employee may express suggestions after probationary period. This is inconsistent with the culture of continuous feedback the District expects. All employees, regardless of probationary status should feel comfortable expressing suggestions to improve the District.

Page 9 – Added Probationary Period to specify the difference in the new hire probation and the promotional probation, as specified in the current MOU.

Page 9 – Removed the word Regular as it is not an accurate descriptive term.

Page 10 – Changed the California Department of Fair Employment and Housing to the California Civil Rights Division to reflect the agency name change that became effective on July 1, 2022.

Page 10 – Added Bullying to the discrimination policy as requested by our Risk Management provider.

Page 15 – Added reference to the Pregnant Workers Fairness Act (PWFA) which went into effect June 27, 2023.

Page 15 – General cleanup of reasonable accommodation language to comply with the law.

Page 16 – Updated “reasonable accommodations” to “changes” because reasonable accommodation has a specific legal meaning that is not intended in this section.

Page 16 – Added “otherwise” to show the District would prefer to eliminate a conflict of interest with other means and only terminate as a last resort.

Page 16 – Added emergency contact to the information employees are responsible for keeping current.

Page 16 – Added location of second Safety Box (for suggestions) in the Shop.

Page 18 (and throughout) – Changed clients to customers.

Page 19 – Changed The Public Affairs Department to Public Affairs staff as they are part of the Administration Department.

Page 19 – Added that only Public Affairs staff may comment on behalf of the District on District social media accounts.

Page 20 – Added worksites to the list of places third parties may not solicit or distribute written material.

Page 21 – Added the cloud to the list of storage areas for District information.

Page 22 – Eliminated the reference to immediate termination.

Page 26 – Changed business hours to public hours

Page 26 – Changed core business hours requirement to include both exempt and non-exempt employees.

Page 26 – Eliminated redundant statement regarding overtime requiring authorization, restated on page 27.

Page 26 – Eliminated reference to State law as the District follows FLSA.

Page 27 – Updated references to ETB to reflect new ADP timekeeping system as ETB is obsolete.

Page 28 – Changed Meal and Rest Periods section to reflect the current MOU.

Page 30 – Clarified that preapproved vacations will not be considered absenteeism

Page 30 – Clarified that all employees may elect direct deposit, updated term from “automatic payroll” for consistency and updated the election process with ADP Payroll software.

Page 31 – Specified that supervisors enter Expense Reports for processing and where the Procurement Policy is distributed.

Page 31 – Eliminated second Longevity tier as all employees are on the same Longevity schedule with the current MOU.

Page 32 – Removed General Manager review of Performance Evaluations and updated review schedule for new hires to match the current MOU.

Page 33 – Updated Sick Leave amounts for seasonal and part time employees to reflect changes made to the California Sick Leave Law on January 1, 2024.

Page 34 – Updated list of relatives to reflect changes made to the California Sick Leave Law on January 1, 2024.

Page 34 – Clarified that employees can use any time bank to cover time missed due to illness if they do not have Sick Leave available.

Page 35 - Updated Kin Care amounts for employees to reflect changes made to the California Sick Leave Law on January 1, 2024.

Page 35 – Clarified that all employees on disability leave will have their disability payments supplemented with accruals to keep their pay whole.

Page 37 – Clarified that employees can use any time bank to cover time missed due to School and Child Care activities Leave if they do not have vacation time available.

Page 37 – Updated Bereavement Leave section to match current MOU.

Page 45 – Updated Fees Paid by the Court section to match current MOU.

Page 47 – Clarified that the District may require a medical release, rather than strictly requiring one.

Page 48 – Specified which employees may be eligible for Paid Family Leave under state law.

Page 51 – Removed 5. Demotion, similar to current MOU.

Page 57 – Removed prohibition of off duty cannabis use as required by AB 2188 effective January 1, 2024

Page 62 – Specified location for employee benefits information

Page 62 – Corrected vector season dates to be consistent with current MOU.

Page 63 – Clarified that staffing requirements in the MOU may not apply to other departments.

Page 64 – Updated Floating Holiday accruals and use guidelines to match current MOU, then adopted for all employees by the Board of Trustees on May 12, 2025.

Page 64 – Clarified that the Employee Assistance Program is available to all employees.

Page 65 – Added timeline for submission of receipts for reimbursement.

Page 67 – Clarified that the District will not provide a short-term disability policy for employees who have opted into State Disability Insurance (CA SDI).

Page 67 – Increased amount for District-provided Life Insurance coverage with detailed requirements for coverage per the carrier's requirements.

Page 68 – Added additional description of the District's pension plan through CCCERA.

Page 68 – Added information for the District's voluntary 457 plan.

Page 72 – Added additional location for the District's IIPP.

Page 72 – Noted that the District’s Heat Illness Prevention Plan (required by law) is a separate document from the IIPP.

Page 73 – Added reference to the District Workplace Violence Prevention Plan, created as required by law.

Page 76 - Added timeline for submission of receipts for reimbursement.

Page 78 & 79 – Added updated limit calculations from the District’s Meal Reimbursement Policy dated 01/08/2024

Contra Costa Mosquito and Vector Control District
Employee Handbook

Employee Handbook (Adopted: December 12, 2022)

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INTRODUCTION AND GENERAL INFORMATION POLICIES

Introductory Statement

Welcome! Every employee of Contra Costa Mosquito and Vector Control District (the “District”) is an important member of a team effort to protect public health. We hope that employees will find their position with the District rewarding, challenging, and productive.

The District is a public health agency dedicated to protecting the community from mosquitoes and other vectors of disease.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to each employee to contribute to the success of the District.

This employee handbook ([Handbook](#)) is intended to explain the terms and conditions of employment of all full- and part-time employees. Written employment contracts between the District and some individuals may supersede some of the provisions of this [Handbook](#). ~~If a provision of these Policies conflict with any provision of a valid collective bargaining agreement between the District and a recognized employee organization, the provision of the collective bargaining agreement that is in conflict shall apply to employees covered by that collective bargaining agreement.~~ The District recognizes that employment laws change. If any part of this handbook conflicts with applicable laws, the District will follow the law.

Commented [SS1]: Also stated in Right to Revise - redundant

This [Handbook](#) summarizes the policies and practices in effect at the time of publication. This [Handbook](#) supersedes all previously issued handbooks and any policies, ~~or~~ benefit statements or memoranda that are inconsistent with the policies described here. The employee’s supervisor or manager will be happy to answer any questions they may have.

The District maintains an organizational chart as a separate document. The organizational chart will be made available upon request.

Right to Revise

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this [Handbook](#) or in any other document. However, any such changes must be in writing and must be signed by the General Manager of the District.

Any written changes to this [Handbook](#) will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this [Handbook](#).

The District recognizes [Service Employees' International Union \(SEIU\), Local 1021](#), ~~United Public Employees, Local 1021, SEIU, AFL-CIO~~ as the representative for certain District employees. In the event policies in this handbook conflict with a bargaining agreement or the Memorandum of Understanding (MOU), the agreement or MOU supersedes the policies in this [Handbook](#) for those

Commented [SS2]: MOU lists “Service Employees’ International Union (SEIU), Local 1021”

represented employees.

This ~~H~~ handbook sets forth the entire agreement between the employee and the District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this ~~employee h~~ handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create an employment contract or a promise or representation of continued employment for any employee. ~~All employees are "At Will" employees and can end their employment with the District at any time for any reason.~~

Nothing in this ~~statement H~~ ~~employee h~~ handbook is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of employment.

Employee Acceptance of Policies and Revisions to Policies

As a condition of employment, the District requires that each employee read, and, if necessary, request clarification regarding these Policies. Each employee must sign a statement of receipt, which can be found at the end of this Handbook, acknowledging that: a) the employee has received a copy, or has been provided access to the [Policies Handbook](#); and b) understands that they are responsible for reading and becoming familiar with the contents of the [Policies Handbook](#) and any subsequent revisions to the [Policies Handbook](#).

Bridging of Time

The District will give service credit to employees previously employed by the District, provided the break in service does not exceed 365 days. Generally, the break in service time will be deducted from the employee's original service date.

The General Manager or Human Resources and [Risk Administration](#) Manager will discuss reinstatement of benefits and other length of service issues with rehired employees. Special rules apply to reinstatement of sick leave benefits under the California Healthy Workplaces, Healthy Families Act.

New Hires Probationary Period

The first twelve (12) months of continuous employment at the District is considered ~~a~~ ~~an~~ ~~or~~ ~~probationary~~ period. During this time, the employee will learn their responsibilities, get acquainted with fellow employees, and determine whether or not they are able to perform their job. The employee's supervisor will closely monitor their performance. New employees will receive evaluations at ~~one (1), three (3),~~ six (6), ~~nine (9)~~ and twelve (12) months of employment.

~~Any leave the employee takes will extend the probationary period.~~ During the ~~introductory or~~ probationary period an employee may be suspended, demoted, or terminated at any time by the District General Manager without cause and without the right of appeal or to submit a grievance. Notification of any such action shall be served in writing on the employee, with a copy of the notice to be maintained in the District's personnel files.

Throughout the ~~introductory or~~ probationary period, the District will review the employee's performance. If the District finds the employee's performance satisfactory and decides to continue their employment, it will advise the employee of any improvements expected from them. ~~At that time, the employee may express suggestions to improve the District's efficiency and operations.~~ Completion of the ~~introductory or~~ probationary period does not entitle the employee to remain employed by the District for any definite period of time, but rather allows both the employee and the District to evaluate whether or not they are right for the position.

Promotional Probationary Period

Promotional appointments shall be tentative and subject to a promotional probationary period of six (6) months.

Job Duties

During the ~~introductory probationary~~ period, the employee's supervisor will explain their job responsibilities and the performance standards expected of them. Employees should be aware that their job responsibilities and/or schedule may change at any time during their employment. From time to time, they may be asked to work on special projects, or to assist with other work necessary or important to the operation of their department or the District. The employee's cooperation and assistance in performing such additional work is expected.

The District reserves the right, at any time, with or without notice, to alter or change job responsibilities or schedules, reassign or transfer job positions, or assign additional job responsibilities.

Categories of Employees

Full-Time Employees

~~Regular f~~Full-time employees are those who are scheduled for and consistently work 40 hours per week. Following the completion of the ~~introductory probationary~~ period, regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Part-Time Employees

Part-time employees are those who normally are scheduled to work and who consistently work less than 40 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are eligible for some, but not all employee benefits described in this handbook.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Seasonal Employees

Seasonal employees are those seasonally employed for term assignments. Term assignments generally are periods of six to nine months. Seasonal employees are not eligible for most employee benefits except those mandated by applicable law or where eligibility is specifically stated.

Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three (3) months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Equal Employment Opportunity Policy

The District affords equal employment opportunity for all qualified employees and applicants as to all terms of employment, including compensation, hiring, training, promotion, transfer, discipline and termination. The District prohibits discrimination against employees or applicants for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, labor union membership, or military and veteran status or any other basis protected by law. Employees, volunteers, or applicants who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately by using the complaint procedures provided in these Policies, or by contacting the U.S. Equal Employment Opportunity Commission, or the California [Department of Fair Employment and Housing](#) [Civil Rights Department](#).

Policy Against Discrimination, Harassment, Bullying, and Retaliation

The District has a strong commitment to prohibiting and preventing discrimination, harassment, [bullying](#) and retaliation in the workplace. The District has zero tolerance for any conduct that violates this Policy. Conduct need not arise to the level of a violation of state or federal law to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment and retaliation. The District encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible. Any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process is prohibited. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination.

Covered Individuals and Scope of Policy

Individuals covered by this Policy are: applicants; employees regardless of rank or title; elected or appointed officials; interns; volunteers; and contractors. This Policy applies to all terms and conditions

of employment, internships, and volunteer opportunities, including, but not limited to, selection, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Definitions – Protected Classification

This Policy prohibits harassment, discrimination or retaliation because of an individual's protected classification. "Protected Classification" includes race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status, or any other basis protected by law. This Policy prohibits discrimination, harassment or retaliation because: (1) of an individual's protected classification; (2) the perception that an individual has a protected classification; or (3) the individual associates with a person who has or is perceived to have a protected classification.

Definitions – Protected Activity

This Policy prohibits discrimination, harassment, or retaliation because of an individual's protected activity. Protected activity includes: (1) making a request for an accommodation for a disability; (2) making a request for accommodation for religious beliefs; (3) making a complaint under this Policy; (4) opposing violations of this Policy; or (5) participating in an investigation under this Policy.

Definitions – Discrimination

This Policy prohibits treating covered individuals differently and adversely because of the individual's protected classification, actual or perceived; because the individual associates with a person who is member of a protected classification, actual or perceived; or because the individual participates in a protected activity as defined in this Policy.

Definitions – Harassment

Harassment includes, but is not limited to, the following types of behavior that are taken because of a person's actual or perceived protected classification:

1. Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This includes inappropriate comments about appearance, dress, physical features, gender identification, or race-oriented stories and jokes.
2. Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This includes pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.
3. Visual acts, such as derogatory posters, cartoons, emails, pictures or drawings related to a protected classification.
4. Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually

does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

Guidelines for Identifying Harassment

Harassment includes any conduct that would be unwelcome or unwanted to an individual of the recipient's same protected classification. The following guidelines to determine if conduct is unwelcome or unwanted should be followed:

1. It is no defense that the recipient "appears" to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized or subjected to retaliation.
2. Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one has yet complained does not preclude someone from complaining if the conduct is repeated in the future.
3. Even visual, verbal, or physical conduct between two people who appear to welcome the conduct can constitute harassment of a third person who witnesses the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at a particular individual.
4. Conduct can constitute harassment even if the individual has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual would find it offensive (e.g., gifts, over-attention, endearing nicknames, hugs).

Definitions – Retaliation

Retaliation occurs when an employer takes adverse conduct against a covered individual because of the individual's protected activity as defined in this Policy. "Adverse conduct" may include but is not limited to: (1) disciplinary action; (2) counseling; (3) taking sides because an individual has reported harassment or discrimination; (4) spreading rumors about a complainant or about someone who supports or assists the complainant; (5) shunning or avoiding an individual who reports harassment or discrimination; or (6) making real or implied threats of intimidation to prevent or deter an individual from reporting harassment or discrimination.

Definitions – Bullying

[Workplace bullying behavior is abusive conduct that falls into one of the following three categories: threatening, humiliating, or intimidating workplace behavior; work interference/sabotage of the person's work performance or verbal harassment not related to a protected class.](#)

Proactive Approach

The District takes a proactive approach to potential Policy violations and will conduct an investigation if its supervisory or management employees become aware that harassment, discrimination or

retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

Complaint Procedure

A covered individual who believes to have been subjected to discrimination, harassment, [bullying](#) or retaliation may make a complaint – orally or in writing – to any supervisor, manager, or department head, without regard to any chain of command. Any supervisory or management employee who receives a harassment complaint should immediately notify the General Manager or Human Resources and [Risk-Administration](#) Manager. Upon receiving notification of a harassment complaint, the General Manager or Human Resources and [Risk-Administration](#) Manager will complete and/or delegate the following steps. If the General Manager or Human Resources and [Risk-Administration](#) Manager is accused, or a witness to the events at issue, an individual with higher authority will complete and/or delegate the following steps:

1. Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will usually include interviews with: (1) the complainant; (2) the accused; and (3) other persons who have relevant knowledge concerning the allegations in the complaint.
2. Review the factual information gathered through the investigation to determine whether the alleged conduct violates the Policy considering all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
3. Report a summary of the determination as to whether this Policy has been violated to appropriate persons. If discipline or sanctions are imposed, the level of discipline or sanctions will not be communicated to the complainant.
4. If conduct in violation of this Policy occurred, take or recommend to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
5. Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.

Option to Report to Outside Administrative Agencies

An individual has the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California [Department of Fair Employment and Housing Civil Rights Department \(CRD\)](#). ~~(DFEH)~~ These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed on the Internet, in the government section of the telephone book or employees can check the posters that are located on the District's bulletin boards for office locations and telephone numbers.

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Confidentiality

Every effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. An employee who is interviewed

during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. An employee may discuss their interview with a designated representative. The District will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

Responsibilities

(a) Each non-manager or non-supervisor is responsible for:

1. Treating all individuals in the workplace or on worksites with respect and consideration.
2. Modeling behavior that conforms to this Policy.
3. Participating in periodic training.
4. Cooperating with the District's investigations by responding fully and truthfully to all questions posed during the investigation.
5. Taking no actions to influence any potential witness while the investigation is ongoing.
6. Reporting any act they the employee believes in good faith constitutes harassment, discrimination, [bullying](#) or retaliation as defined in this Policy, to the immediate supervisor, or department head, or Human Resources and [Risk Administration](#) Manager, or General Manager.

(b) In addition to the responsibilities listed above, each manager and supervisor is responsible for:

1. Informing employees of this Policy.
2. Taking all steps necessary to prevent harassment, discrimination, [bullying](#) and, retaliation from occurring, including monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
3. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
4. Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
5. Informing those who complain of harassment or discrimination of their option to contact the EEOC or [DFEH-CRD](#) regarding alleged Policy violations.
6. Assisting, advising, or consulting with employees and the General Manager regarding this Policy.
7. Assisting in the investigation of complaints involving employee(s) in their departments and, when appropriate, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with these Policies, up to and including termination.
8. Implementing appropriate disciplinary and remedial actions.

9. Reporting potential violations of this Policy of which they become aware to the Human Resources and ~~Risk Administration~~ Manager or General Manager, regardless of whether a complaint has been submitted.

10. Participating in periodic training and scheduling employees for training.

Reasonable Accommodation

The District has a strong commitment to complying with the provisions of the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA). Absent undue hardship, ~~or~~ direct threats to the health and safety of employees, or impacts on the essential functions of the employee's job, it is the policy of the District to ~~provide~~ evaluate reasonable accommodations to:

- Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions; and
- Employees with conditions related to pregnancy, childbirth, or a related medical condition, if the employee requests, and with the advice of the employee's health care provider; and
- Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- Employees who request reasonable accommodation to address a conflict between religious belief or observance and ~~any~~ employment requirements.

Reasonable accommodation decisions will be made on a case-by-case basis. Once it is determined that the employee is a qualified disabled employee under the ADA, the District will verify the employee's restrictions and assess the impact on the essential functions of the employee's current job. The employee is responsible for providing verification of the disability as requested and for working with the District to identify reasonable accommodations.

MANAGEMENT

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of District property, possession of dangerous weapons or firearms, or abuse of the District's drug and alcohol policy.

Employment of Relatives

The District may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest. The District defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, step-relatives, cousins, nieces and nephews.

If two employees marry, become registered domestic partners, or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with the District, unless ~~reasonable accommodations-changes~~ can be made to eliminate the actual or potential problems. ~~Otherwise,~~ The employees will have 30 days to decide which relative will stay with the District. If this decision is not made within the time allowed, the General Manager of the District will make the decision, taking the employment history and job performance of both employees into account.

Names and Addresses

The District is required by law to keep current all employees' names and contact information including addresses and emergency phone numbers. Employees are responsible for notifying the District in the event of a name ~~or~~, address, or emergency contact change.

Open-Door

Suggestions for improving the District are always welcome. At some time, employees may have a complaint, suggestion, or question about the employee's job, working conditions, or the treatment the employee is receiving. Employees' complaints, questions, and suggestions also are of concern to the District.

If the employee has a complaint, suggestion or question, the employee should speak with their immediate supervisor as soon as possible. If the employee is not comfortable speaking to their immediate supervisor, the employee should bring the issue to the Human Resources and [Risk Administration](#) Manager or any other member of management. Safety concerns may be brought directly to the Safety Committee members or submitted anonymously in the Safety Boxes, located in the kitchen [and in the shop](#).

Moreover, if the employee has raised the issue and if the problem persists, the employee may

present it to the General Manager, who will investigate and provide a solution or explanation.

While a written complaint will assist the District in investigating the employee's concerns, it is not required to put the complaint in writing.

This procedure cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the District values each employee's observations and employees should feel free to raise issues of concern without the fear of retaliation.

Personnel Records

Employees have a right to inspect or receive a copy of the personnel records that the District maintains relating to performance or to any grievance concerning the employees. Certain documents may be excluded or redacted from the personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the General Manager or Human Resources and [Risk-Administration](#) Manager.

Employees may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by the employee in writing to inspect or receive a copy of the records. The District may take reasonable steps to verify the identity of any representative designated by the employee in writing to inspect or receive a copy of the employee's personnel records.

The personnel records may be made available to the employee either at the place where the employee works or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date the District receives the written request to inspect or copy the personnel records (unless the employee/ representative and the District mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If the employee requests a copy of the contents of their file, the employee may be charged the actual cost of copying at the rate of up to 10 (ten) cents per page. Disclosure of personnel information to outside sources, other than the employee's designated representative, will be limited. However, the District will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Social Media

The District understands that its employees use social media sites to share events in their lives, to communicate, and to discuss their opinions with others, including family, friends and co-workers. However, the use of social media may present certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, the District has established this policy and guidelines for appropriate use of social media.

Understand Employee's Rights and Responsibilities in Using Social Media Technology:

Use good and ethical judgment. To the extent the employee's social media use impacts District employees and [clients/customers](#), they should follow District policies and regulations as applicable, including but not limited to those that protect individual privacy rights, anti-discrimination and harassment policies, and the anti-workplace violence policy.

Employees should keep in mind that if the employee's conduct adversely affects the employee's job performance, the performance of their co-workers, or adversely affects members of the public served by the District, the District may take disciplinary action against the employee up to and including termination.

Employees should also keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or via other channels such as by speaking with the [District's Human Resources Department and Administration Manager](#), or by filing an internal complaint, if applicable. Nevertheless, if the employee decides to post complaints or criticism, the employee should avoid using statements, photographs, video or audio that reasonably could be viewed as unlawful harassment or discrimination or otherwise violation of the law such as unlawful threatening conduct. Examples of such conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or any other status protected by law. Examples of unlawful threatening conduct include posting material that would make a reasonable person afraid for their safety or the safety of their family.

Employees should strive for accuracy in any blog or post and they should include a link to the sources of information. If the employee makes a mistake, they should correct the information, or retract it promptly.

Employees should never post any information or rumors that they know to be false about their co-workers or District customers.

Employees should not disclose information that may violate customer or employee rights. For example, they should not disclose another individual's social security number, medical information or financial information in a manner that violates that person's rights.

If a blog or post online is published and the content is related to the work the employee or subjects associated with the District do, the employee should make it clear that they are not speaking on behalf of the District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the District."

If employees want to keep their personal life separate from their professional or work life, they should use privacy settings to restrict personal information on public sites, and they should consider who they invite or accept to join their social network as those individuals will have access to their profile, photographs, etc.

Employees should understand that even if they have private settings, those they invite into their network can easily, print, save, cut, paste, modify or publish anything they post. Material can be archived on the Internet even after they remove it.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Using social media at work:

Employees must never use working hours when they are not on break for their personal social media use. They may not use District email addresses to register on social networks, blogs or other online tools utilized for personal use. Employees may not use District-owned devices for viewing or posting to personal social media accounts. ~~The Public Affairs Department staff~~ are the only employees who may post [or comment](#) on behalf of the District on District social media accounts.

Media contacts:

The District strives to anticipate and manage crisis situations in order to reduce disruption to our employees and the public that we service and maintain our reputation. To best serve these objectives, the District will respond to the news media in a timely and professional manner only through its designated spokespersons. Employees are not authorized to comment for the District and should direct inquiries regarding the District's position to the General Manager.

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DISTRICT PROPERTY

Bulletin Boards

The District maintains bulletin boards located at approved locations within the District buildings. Bulletin boards are used to provide information to employees concerning safety and other information required by law and items related to day to day operations.

Employees may not post items on District bulletin boards unless the following conditions are met:

- Postings may be made by District employees only;
- The information to be posted must first be approved by the employee's supervisor;
- Postings are limited to 8.5 x 11 inches in size;
- Bulletin boards will be updated as needed; and
- Posted items will be dated and will be removed after 30 days, in most cases.

Solicitation and Distribution of Literature

In order to ensure efficient operation of the District's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on District property. The District has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with a supervisor.

No employee shall solicit or promote support for any cause or organization during working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on District property [or worksites](#).

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Electronic Media

This policy is intended to protect the District's computer systems and electronic information.

For purposes of this policy, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smartphones, iPads, and other electronic tablets and cell phones), Chromebooks, computer software/hardware and servers, and GPS units.

The District also uses various forms of "electronic communication." "Electronic communications" include e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, BlackBerrys or smartphones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply

Computers and all data transmitted through the District's servers are District property owned by the District for the purpose of conducting District business. These items must be maintained according to the District's rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any District property may be removed from the premises.

Cell phones (including handheld devices and smartphones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are District property. Data (including web browsing), messages (including voice mail, mobile email, instant messaging and text messaging), and other stored electronic information are subject to monitoring and the employee should not have an expectation of privacy in the use of this District property.

The District may ask the employee to assign a password to their District cell phone to prevent unauthorized access. This password does not affect the District's ownership of the cell phone or ability to monitor the information.

District cell phones must not be used in any manner that violates any other District policy, including safety policies, confidentiality policies, and policies against discrimination and harassment.

All electronic communications also remain the sole property of the District and are to be used for District business. For example, email messages are considered District records. Electronic information created by an employee using any computer or any means of electronic communication is also the property of the District and remains the property of the District.

Information stored in the District's computers ~~and~~, file servers ~~and cloud~~ are the property of the District and may not be distributed outside the District in any form whatsoever without the written

permission of the General Manager.

Violation of any of the provisions of this policy, whether intentional or not, will subject District employees to disciplinary action, up to and including termination.

Monitoring of District Property

The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. The District's computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The District reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of District policy or any law occurs. E-mail may be monitored by the District and there is no expectation of privacy. Employees should assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private." Employees may not delete emails or calendar entries from their District account without being instructed by either the IT Systems Administrator or the General Manager.

Employee passwords may be used for purposes of security, but the use of a password does not affect the District's ownership of the electronic information or ability to monitor the information. The District may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by management.

Prohibited Use

All existing District policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of District assets or resources. It is a violation of the District's policy to use computers, electronic communications, electronic information, or the Internet, in a manner that is discriminatory, harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against District policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any District computer is a violation of the District's policy against sexual harassment.

Employees are prohibited from using District-issued cell phones and any other District property to conduct personal business. Employees who are provided a District cell phone may use the phone for personal reasons only in the case of an emergency. Other personal use is prohibited.

This description of prohibited usage is not exhaustive and it is within the discretion of the District to determine if there has been a violation of this policy. Employees who engage in prohibited use will be subject to discipline up to and including immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use Options

The District provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Generally, these District resources and property should be used only for business related purposes; however, there are a few exceptions:

- To send and receive necessary and occasional personal communications;
- To use the telephone system, cell phones or smartphones for brief and necessary personal calls or messages; and
- To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Any personal usage of District property must not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any District policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. All policies relating to monitoring usage of District property apply.

Employee-owned Devices

Employee's own computers (including handheld devices) and electronic communications are not to be used during work time on the work premises. Employees may use personal devices during non-working times, such as breaks and meal periods; however, all other District policies against inappropriate usage, including the District's no tolerance for discrimination, harassment or retaliation in the workplace, apply.

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles and GPS units are District property and must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any District property may be removed from the premises.

Under no circumstances may an employee use any District equipment, vehicles, tools, supplies,

machines, or any other item that is District property while an employee is engaged in any outside employment, activity or enterprise.

District vehicles may not be taken home for any purpose without prior approval by the General Manager. Any vehicle approved to be taken home for work purposes must be kept in a secure location, occupied by employees.

All keys issued to the employee during the course of the employee's employment are District property. Employees should only take home with them the keys/fobs necessary to access the District facilities and their offices. All other keys, including vehicle keys, should remain locked up on District premises at the end of each day and should not be taken home, except for special circumstances as authorized by the employee's supervisor or the General Manager.

District voice mail and/or electronic mail (e-mail) including texting, instant messaging, pagers and mobile email are to be used for business purposes. The District reserves the right to monitor voice mail messages, e-mail messages, instant messages and text messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

No personal locks may be used on District-provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a District locker.

The District may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, and cell phones. These communication technologies and related storage media and databases are to be used only for District business and they remain the property of the District. The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the District voice-mail and email systems are subject to the same District policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace.

Terminated employees should remove any personal items at the time they leave the District. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Employees are expected to clean up after meals and dispose of trash properly.

Off-Duty Use of Facilities

Employees are prohibited from remaining on District premises or making use of District facilities while not on duty. Employees are expressly prohibited from using District facilities, District property, or District equipment for personal use. This includes disposal of personal items in the District garbage bins.

Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of District property. Employees may not use parking areas specifically designated for customers, vendors, District vehicles, or reserved for managers. The District is not responsible for any loss or damage to employee vehicles or contents while parked on District property.

Smoking

Smoking is not allowed in any enclosed area of the facility. Smoking is also prohibited within 100 feet of any entrance or exit. Smoking is not allowed in any District vehicle. Smoking refers to the use of traditional cigarettes, vape pens, and e-cigarettes.

COMPENSATION AND PAYROLL PRACTICES

Work Hours, Work Schedules and Attendance

The District regular open hours for ~~business~~ the public are between the hours of 8:00 am and 4:30 pm, Monday through Friday. Regular work schedules are from 7:00 am to 3:30 pm and from 8:00 am to 4:30 pm. Work schedules are determined at the discretion of the department head with consultation with the General Manager and according to the needs of the department or the District. ~~All employees, regardless of FLSA status, A non-exempt overtime eligible employee~~ shall be in attendance and at work during the core business hours specified by their supervisor. All employees are expected to be at their desks or work stations at the start of their scheduled shifts, ready to perform their work and work until the end of their work shift. During high temperature periods, special projects, mosquito control treatments, or two-person projects (for example brushing and sewer baiting), work days or start/end times for some employees may be temporarily adjusted.

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Employees requesting a modified work schedule must fill out the Modified Work Schedule Request Form. No employee will be granted a modified work schedule for more than six months. No more than two employees can be on a modified work schedule at one time. Justification for modified work schedules includes personal, family or specific project needs. Modified work schedules must be approved by the General Manager or their designee.

The workday (a consecutive 24-hour period) begins at 12:01 a.m. and ends at midnight. The workweek begins on Sunday and ends on Saturday except for alternate work week (AWW) schedules. Employees on AWW will have their workday and workweek defined based on their regular day off (RDO).

Alternate Workweek

Based on District's operational needs, employees may be approved to work an Alternate Workweek (AWW) schedule, which must be approved by the General Manager. The details of the Alternate Workweek program are available in a separate AWW Policy.

Overtime for Non-Exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Time off due to vacation or sick leave does not count towards hours worked for computing overtime. The District will attempt to distribute overtime evenly and accommodate individual schedules. Overtime for represented employees will be distributed in accordance with the MOU. ~~All overtime work requires prior authorization by a supervisor~~. The District provides compensation for all overtime hours worked by non-exempt employees in accordance with ~~state and~~ federal law as follows:

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- All hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek will be treated as overtime. A workday begins at 12:01 am and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 am except for alternate workweek

schedules;

- Overtime shall be paid at a rate one and one-half times the employee's regular rate of pay.

Non-exempt, overtime-eligible employees are not permitted to work overtime except as directed and authorized by their supervisor, or in case of emergency, as determined by the District. Working overtime without prior authorization or approval is grounds for discipline. In emergency situations that necessitate working overtime, the employee must notify a supervisor as soon as possible. If the supervisor denies the request to work overtime, the employee must obey the supervisor's directive and cease working. Failure to follow these overtime approval procedures may subject the employee to disciplinary action, up to and including termination, for violating the overtime approval procedures.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Compensatory Time off (CTO)

In accordance with the provisions of the Fair Labor Standards Act and California Law, non-exempt public employees who work overtime automatically accrue Compensatory Time Off (CTO) of work instead of receiving payment for overtime hours worked on that particular pay period. Employees accrue compensatory time at the rate of one and one-half hours for each overtime hour which will be worked during this any particular pay period. Compensatory time may be accrued up to 240 hours and must be used or paid in accordance with District policy and the law. Once the 240-hour maximum is reached, employees are responsible to request payment or use the CTO balances. If the employee does not elect to do either, the Administration Department will automatically pay out 40 hours of Compensatory Time Off to bring their balance under 240 hours. Employees may request to be paid for compensatory time by filling out a request form and submitting it to the Administration Department. It is the employee's responsibility to monitor their compensatory time.

Timekeeping Requirements

All non-exempt employees are required to record time worked electronically using the [Employee ToolboxADP Timeclock Kiosk \(ETB\) program](#) for [payroll-timekeeping](#) purposes. Employees must record their own time at the [start and end](#) of each work day. Any requests or changes [on ETBin ADP](#) must be approved by a supervisor. Exempt employees are [also](#) required to record their time [off on ETBin ADP](#).

All employees are required to review their [ETB-ADP](#) entries at the end of each [month-pay period](#) but no later than the 3rd [day after a pay cycle of the following month](#).

Employees are not allowed to work "off-the-clock". Working off-the-clock violates District policy. Any work performed before or after a regularly scheduled shift must be approved in advance by the employee's supervisor. If the employee performs any off-the-clock work, they should report the work to their supervisor.

Any errors on the employee's [ETB ADP profile or timecard](#) should be reported immediately to their supervisor, who will attempt to correct legitimate errors.

Call-In Pay

The District will pay employees for half of the regularly scheduled workday if employees report to work as scheduled but no work is available. The District will not pay employees for reporting under the following circumstances:

1. Interruption of work because of the failure of any or all public utilities.
2. Interruption of work because of natural causes or other circumstances beyond the District's power to control.

Meal and Rest Periods

~~All nonexempt employees are entitled to periodic rest break periods during the work day. If the employee is a nonexempt employee, they will be paid for all such break periods and they will not clock out. The employee is expected to return to work promptly at the end of any rest break.~~

Generally, employees will be provided with one (1) 15-minute rest period for every four hours they work ~~(or major fraction thereof, which is defined as two (2) hours)~~. If they work more than six (6) hours and up to ten (10) hours in a work day, they will receive one (1) rest break during the first half of their shift and one (1) rest break during the second half of their shift. If they work more than ten (10) hours and up to fourteen (14) hours, they will be entitled to an additional paid 15-minute rest break. Insofar as practicable, the rest period must be in the middle of each four (4) hour work period. ~~If the employee is a non-exempt employee, they will be paid for all such break periods and they will not clock out. The employee is expected to return to work promptly at the end of any rest break.~~ Rest periods may not be combined to shorten the workday or to extend the meal period.

If the employee works more than five (5) hours in a workday, they are also entitled to a non-compensated 30-minute meal period. The employee's supervisor will advise them of the scheduling of their meal period, however the meal period ~~must begin before the end of the employee's fifth hour of work and~~ shall be taken separately from rest periods. Employees must not perform any work during their meal period, and they must stop working for 30 full, consecutive minutes.

All rest breaks and meal breaks should be taken away from the regular work area. Employees may leave the premises for their meal periods.

Employees who exceed the time limits prescribed above for ~~meal/lunch~~ and/or rest periods may be subject to discipline.

Waiver of meal period

Employees may waive their meal periods only when they will complete their workday in six hours or less. The employee must notify their supervisor in writing if they are waiving their meal period for that day. If employees work more than 10 hours in a day, they may waive their second meal periods only if they take their first meal period *and* they do not work more than 12 hours that day.

If for any reason the employee does not take the applicable rest breaks and/or meal breaks, the employee must notify the supervisor immediately.

Lactation Break Time and Location

The District will provide a reasonable amount of break time to accommodate any employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. If the employee takes lactation breaks at times other than their provided break times, then the lactation break shall be unpaid or the employee may choose to use accrued leave.

Those desiring to take a lactation break at times other than their provided break times must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will provide a room or other appropriate location in close proximity to the employee's worksite that is not in a bathroom to express milk in private. The room or location will meet the following requirements:

- Be shielded from view and free from intrusion while being used to express milk;
- Be safe, clean, and free of hazardous materials;
- Contain a surface on which to place a breast pump and personal items;
- Contain a place to sit; and
- Have access to electricity needed to operate an electric battery-powered breast pump.

An employee occupying such private area shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

The District will provide access to a sink with running water and a refrigerator, or other cooling device, suitable for storing milk, in close proximity to the employee's work area.

Notification of Unforeseen Late Arrival or Absence

Employees of the District are expected to be punctual and regular in attendance. Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If an employee is unexpectedly unable to report for work as scheduled, they must call (925) 771-6199 and leave a message before the time they are scheduled to begin working for that day. The message should only include the employee's name and the time they expect to miss from work, without reason or explanation. Absent extenuating circumstances, employees must call in on any day they are scheduled to work and will not report to work.

In all cases of absence or tardiness, employees must provide a legitimate reason or explanation to their supervisor, the Human Resources and [Risk Administration](#) Manager, or the General Manager upon their return. Employees also must inform the District of the expected duration of any absence.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated. The District defines excessive absenteeism as more than six separate episodes in a six-month period. Excessive absenteeism will be subject to disciplinary action up to and including termination. [Approved, prescheduled](#) vacations and protected leaves of absence are not considered absences in regard to this section.

If the employee fails to report for work without any notification and the absence continues for a period of three days, the District will consider that the employee has abandoned their employment and has voluntarily terminated.

Payment of Wages

All regular full-time employees are paid on a semi-monthly salary basis, [while](#) seasonal and temporary workers are paid on an hourly basis. Paydays are on the 15th and on the last day of the month. The semi-monthly pay periods end on the 15th day and the last day of the month respectively. If a regular payday falls on a weekend or holiday, employees will be paid on the preceding workday.

Paychecks are normally available by 3:30 p.m. at the District office. If there is an error on an employee's check, [please they must](#) report it immediately to the Administration department. The District offers [automatic payroll direct](#) deposit for [regular, permanent, full-time](#) employees. Employees may begin and stop [automatic payroll direct](#) deposit at any time. [After electing direct deposit, the District payroll provider may still issue a live check while performing the "prenote" process.](#) To begin [automatic payroll direct](#) deposit, employees [must must complete a form \(available from the Administration department\) and return it at least 10 days before the pay period for which they would like the service to begin. Employees should carefully monitor their payroll deposit statements for the first two pay periods after the service begins, log into ADP to enter their information directly into the payroll system.](#)

To stop [automatic](#) or change [payroll direct](#) deposit, employees should [complete the form available from the Administration department and return it at least 10 days before the pay period for which they would like the service to end log into ADP to update their information directly into the payroll system.](#) Employees will receive a regular payroll check on the first pay period after the receipt of the [form change](#), provided it is received no later than 10 days before the end of the pay period.

[Final paychecks may be issued as live checks even if an employee has elected direct deposit.](#)

Deductions for Exempt Employees

An employee of a public agency who otherwise meets the requirements of 29 CFR Sec. 541.118 shall not be disqualified from exemption under Secs. 541.1, 541.2, or 541.3 on the basis that such employee is paid according to a pay system established by statute, ordinance, or regulation, or by a policy or practice established pursuant to principles of public accountability, under which the

employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced or such employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because:

- (1) permission for its use has not been sought or has been sought and denied;
- (2) accrued leave has been exhausted; or
- (3) the employee chooses to use leave without pay.

Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough shall not disqualify the employee from being paid "on a salary basis" except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced. [57 FR 37677, Aug. 19, 1992]

This salary pay policy is intended to comply with the salary pay requirements of the Fair Labor Standards Act and shall be construed in accordance with the Act. Employees are encouraged to direct any questions concerning their salary pay to the General Manager so that any inadvertent error can be corrected.

Expense Accounts

The District reimburses employees for approved business expenses on the 15th and on the last day of each month. Employees who have incurred approved business expenses must submit required receipts and the appropriate form to their supervisor for [processing approval](#).

More details can be found on the District's Procurement and Disposal Policy [provided to supervisors](#). ~~For any questions about the District's expense reimbursement policy, employees should contact the Administrative Services Manager.~~

Longevity Pay

~~Employees covered under a collective bargaining agreement (represented) with fifteen (15) years of service with the District will receive an added two percent (2%) increase to their base pay. In addition to the foregoing, for each additional five (5) years of service with the District, employees will receive an additional one percent (1%) increase with a cap of five percent (5%) total over base in longevity pay.~~

~~Unrepresented employees~~ ~~Employees, i.e. those not covered under a collective bargaining agreement,~~ will receive an added two percent (2%) increase to their base pay at ten (10) years of service with the District, and an additional one percent (1%) increase for each additional 5 years of service with the District with a cap of six percent (6%) total at 30 years of service.

[Longevity pay is cumulative and not compounded.](#)

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PERFORMANCE EVALUATION

Employees will receive annual performance evaluations in the beginning of the year for performance in the previous year. The evaluation will be conducted by the supervisor ~~and will be reviewed and approved by the General Manager prior to discussion with the employee~~. The employee will sign the performance evaluation to indicate receipt and discussion of the evaluation. Such signature by the employee will not be construed as agreement by the employee with the evaluation. An employee does not have the right to appeal or submit a grievance regarding any matter relating to the content of a performance evaluation, instead the employee will have seven (7) days to make written comments to be attached to the evaluation. Such comments will become a permanent part of the evaluation. In addition, new employees will receive evaluations at ~~one (1), three (3), six (6), nine (9)~~ and twelve (12) months of employment.

The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. An employee's performance may also be formally evaluated at any other time not specified above, for specific reasons.

The purpose of performance evaluations is to help employees perform in accordance with their job description and organizational goals, promote a better understanding of job specific expectations, facilitate communication between the employee and the supervisor, help employees develop and maintain good job skills and prepare for job or career advancement, acknowledge outstanding performance, and document the employee's progress toward fulfilling performance standards in areas needing improvement. Performance evaluations should be an inherent part of the ongoing supervision process by which employees are informed of their performance expectations, and periodically advised of their progress and any performance deficiencies. The intent of the performance evaluation is to apprise the employee of the past year's performance. The intent of the evaluation is not to surprise the employee with negative issues that were not raised at the time of the occurrence.

Performance evaluations may review factors such as the quality and quantity of the work performed, job knowledge, initiative, work attitude, and attitude toward others. The performance evaluations are intended to make the employee aware of progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases, and promotions are solely within the discretion of the District and depend upon many factors in addition to performance. After the review, the employee will be required to sign the evaluation report simply to acknowledge that it has been presented to them, that they have discussed it with their supervisor, and that they are aware of its contents.

LEAVES OF ABSENCE

Sick Leave

California law provides for mandatory paid sick leave (PSL) under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

Employees cannot be discriminated or retaliated against for requesting or using the statutory amount of accrued paid sick time. For any questions about paid sick leave, employees should contact the Human Resources and [Risk-Administration](#) Manager.

Eligible Employees

Beginning July 1, 2015, all employees who have worked in California for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

An employee may use accrued sick leave beginning on the 90th day after the first day of employment with the District, subject to the limits and request provisions in this Policy. (Labor Code § 246(c) and (j).)

Sick Pay Amount/Accrual

Eligible employees will receive sick leave as follows:

Regular full-time employees will accrue paid sick leave at the rate of eight (8) hours for each full month or major portion of a month of service. Unused sick leave shall accumulate from year to year.

Seasonal or part-time employees will be provided ~~three-five (5) days or~~ [forty \(40\) hours](#) of paid sick time. The full amount will be placed into the employee's leave bank at the start of employment. The employee will need to meet the 90-day employment requirement before taking any leave. Unused paid sick time will ~~not~~ carry over from year to year for returning employees, [as required by the Act](#).

The District does not pay employees for unused paid sick time.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence,

sexual assault or stalking.

For purposes of paid sick leave, a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom the employee has accepted the duties and responsibilities of raising, even if not the legal child.
- A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising the employee when the employee was a minor child, even if not the legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- [A designated person as defined by the Act](#)

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Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to the supervisor. If the need for paid sick leave is not foreseeable, employees shall provide notice to the supervisor as soon as practicable.

An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When the employee reports a work-related illness or injury, the employee will be sent for medical treatment, if treatment is necessary. The employee will be paid regular wages for the time spent seeking initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If the employee has accrued and unused paid sick leave, it may be used to receive pay for these absences.

If the employee does not have accrued, paid sick leave, or if the employee has used all sick leave, they may choose to substitute vacation ~~or other~~ paid time off for further absences from work, related to the illness or injury.

When the employee retires from active service, the unused sick leave balance may be converted to service credits on an hour for hour basis. Only members who retire directly from active service are eligible to receive this type of service credit.

As an incentive for infrequent sick leave usage, if an employee uses forty (40) hours or less of sick

leave in a calendar year, they will be credited with an additional eight (8) hours of vacation time on January 1 of the following year. Employees are encouraged to not report to work when injury or illness prevents them from adequately performing their job functions or when their illness may be contagious to other employees.

Sick leave is not a vested benefit and unused sick leave is not paid out at termination.

Kin Care

Employees may use the statutory ~~24-40~~ hours paid sick leave (PSL) for Kin Care to attend to a covered family member (defined above) who is ill. In addition, regular full-time employees may use up to one-half of their additional yearly sick leave accrual (one half of ~~72-56~~ hours). This totals ~~680~~ hours per calendar year for regular full-time employees (~~4024~~ hours + ~~2836~~ hours (one-half of the additional ~~5672~~ hours of yearly accrual)). Leave for this purpose may not be taken until it has actually accrued.

Use of Paid Sick Leave Before Unpaid Leave

Employees who are absent because of their own disability may be eligible for disability insurance benefits (SDI or Employer Provided Insurance). There is customarily an unpaid waiting period before benefits begin. If the employee has accrued paid sick leave, sick leave will be used for the waiting period, before disability payments begin. If the employee has no accrued sick leave, any accrued vacation will be used during this waiting period.

Disability benefits do not replace all of the employee's usual wages. [Disability benefits will be supplemented with any accrued and unused sick leave.](#) ~~If the absence is also covered by a protected leave, the employee may choose to supplement their disability benefits with sick leave. If the employee is not eligible for a protected leave, they must supplement the disability benefits with accrued sick leave.~~

Employees who have opted out of the Employer Provided Insurance and chosen to participate in the California State Disability ([CA SDI](#)) program may be eligible for Paid Family Leave (PFL). If the employee is absent for a reason that is qualifying for Paid Family Leave (PFL) payments, and the employee has not yet accrued or has no vacation available, they are required to use any accrued and unused sick leave during the 7-day waiting period before PFL benefits begin.

PFL benefits do not replace all of the employee's usual wages. PFL benefits will be supplemented with any accrued and unused sick leave.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of the District. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

The length of the leave may not exceed six (6) consecutive months, unless the District approves an extension up to another six (6) months.

An employee on an authorized leave of absence will be reinstated in accordance with the following considerations:

1. The employee is placed in his/her former job if available or;
2. In a comparable job at the same grade or;
3. In a lower job if available.

If re-employed, the employee will be paid at the same salary as prior to commencement of the leave, unless the salary exceeds the maximum of the lower grade job, in which case the employee will receive the maximum payment for that grade.

The employee's anniversary date shall be adjusted forward by the amount of time away from work.

If no job is available at the expiration of the leave, the employee will be offered reinstatement when the first suitable position becomes available. The employee will be terminated if the employee has not:

1. Accepted a suitable position offered.
2. Been reinstated within twelve (12) months of the expiration of the leave.

Such leaves shall only be granted after all accrued vacation and holiday credits have been used; however, an employee may request that one week's vacation be retained.

Employees are expected to return all District property at the beginning of a Personal Leave of Absence. Employees on Leave may not perform any work or access District Information Systems.

The decision of the General Manager shall be final.

School and Child Care Activities Leave

Employees are encouraged to participate in the school or child care activities of their child(ren). The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who exercises parental authority to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must provide reasonable advance notice to their supervisor;
- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A child care provider or school

emergency means that the employee's child cannot remain in a school or with a child care provider due to one of the following:

- The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.
- Employees must provide their supervisor with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence;
 - If more than one parent is employed by the District, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by the supervisor;
 - Employees must use vacation leave [or other paid time off](#) in order to receive compensation for this time off;
 - Employees who do not have paid time off available will take the time off without pay.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the supervisor at least two days' notice.

Bereavement Leave

[Employees who have been employed by the District for at least thirty \(30\) days are entitled to five \(5\) days of protected bereavement leave in the event of the death of a "family member." Employees will also receive twenty \(24\) hours of paid leave that must be used concurrently with any bereavement leave taken. Employees must first utilize unused vacation, floating holiday, or sick leave for the remaining portion of any unpaid bereavement leave.](#)

[A "family member" means any parent, spouse, registered domestic partner, child \(including reproductive loss as defined by law\), child of an employee's registered domestic partner, grandchild, great grandchild, grandparent, great grandparent, grandparent in-law, brother, brother-in-law, brother and sister of an employee's registered domestic partner, sister, sister-in-law, registered domestic partner's brother and sister, mother-in-law, father-in-law, mother and father of an employee's registered domestic partner, or the death of any child or close relative who resided with the employee at the time of death.](#)

[An employee who utilizes bereavement leave must notify their supervisor of the leave. Employees may use leave on a non-consecutive basis but must complete leave within three \(3\) months of the date of death of a "family member." The District may request an employee seeking bereavement leave to](#)

[provide documentation to support the leave.](#)

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~~In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted up to twenty four (24) working hours bereavement leave with pay to make arrangements for the funeral/memorial service and attend same. Upon the employee's request, the District shall grant an additional five (5) days bereavement leave that shall be charged against the employee's accumulated sick leave credits in cases where extensive travel is required to attend the funeral. In addition, an employee may request to use vacation and shall receive consideration for the request even if it is made during a period of time off restrictions. For the purpose of this paragraph the immediate family shall be restricted to parent, legal guardian, grandparent, spouse, domestic partner, child (including miscarriage), stepchild, grandchild, sister, brother, sister in law, brother in law, son in law, daughter in law, mother in law, father in law or member of employee's extended family living in the employee's household. An employee shall also receive vacation consideration for a person who does not meet the definition of "immediate family."~~

~~Verification of death and/or proof of relationship may be required by the District as a condition for granting bereavement leave benefits when said documentation becomes available to the employee.~~

Civil Air Patrol Leave

The District provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to 10 days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the District.

To be eligible, employees must have been employed with the District for 90 days immediately preceding the commencement of leave. Additionally, the District may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees may use accrued, unused paid time off (including vacation/compensatory time off) for leave taken under this policy.

Employees requesting leave under this policy should comply with the following requirements:

1. As soon as practicable after hire, or on becoming designated as a member of the California Wing of the Civil Air Patrol, the employee should notify their supervisor of the status.
2. When called to service, the employee should notify their supervisor as soon as practicable of the need for leave under this policy, including providing information regarding the start and end dates for the requested leave.
3. When returning from leave under this policy, the employee should provide their supervisor with appropriate written documentation confirming that during the leave the employee was actively engaged in an emergency operational mission.
4. On returning from leave under this policy, the employee will typically be restored to the same position, or to an equivalent position, with equivalent pay, benefits, and other

employment terms and conditions.

Employees with questions regarding this policy should contact the Human Resources and Risk Manager or General Manager.

Domestic Violence, Sexual Assault, or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

An employee may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please contact the General Manager and provide reasonable advance notice of the need for leave unless advance notice is not feasible. The District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Extended Medical Leave

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the District's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If a medical leave is granted, the District will pay the employee sick pay for the period of time equivalent to the employee's accumulated sick pay earned. The employee may also use any paid vacation time previously accrued.

A medical leave begins on the first day the employee's doctor certifies that the employee is unable to work and ends when the doctor certifies that the employee is able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

Employees are expected to return all District property at the beginning of an Extended Medical

Leave of Absence. Employees on Leave may not perform any work or access District Information Systems.

[#When](#) returning from a non-work-related medical leave, the employee will be offered the same position held at the time the leave began, if available. If the employee's former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, the employee's return to work will depend on job openings existing at the time of the scheduled return. The District makes no guarantees of reinstatement, and the employee's return will depend on the employee's qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee who needs reasonable accommodations should contact the Human Resources and Risk Manager or General Manager and discuss the need for an accommodation.

Family/Medical Leave

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a work site where there are 50 or more employees within a 75-mile radius. This requirement is waived for Public Employers.

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- Incapacity due to pregnancy, prenatal medical care or childbirth (FMLA/PDL);
- To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA); Note: the CFRA has an expanded list of qualified family members
- To care for the employee's registered domestic partner (CFRA only);
- For a serious health condition that makes the employee unable to perform their job (FMLA/CFRA);

For additional information about eligibility for family/medical leave, contact the Human Resources and [Risk-Administration](#) Manager to start the designation process.

Military Family Leave Entitlements

Eligible employees whose spouse, [son, daughter, child](#) or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Eligible employees may

also take a special leave entitlement of up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered servicemember is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. *

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*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Calculating the 12-month period

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, the District uses the 12-month rolling period.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Medical Conditions

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under the California Family Rights Act, but instead as Pregnancy Disability Leave (PDL). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the District will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply when an employee requests family medical or pregnancy disability leaves:

Employees should contact the Human Resources and [Risk-Administration](#) Manager as soon as they realize the need for leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the District at least 30 days before leave is to begin, if possible.

The employee must consult with the [ir](#) supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse. If the employee cannot provide 30 days' notice, the District must be informed as soon as is practical.

If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District. If the second opinion differs from the first opinion, the District may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the District and the employee.

Certification

The District requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. The District may require recertification from the health care provider if additional leave is required. *(For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.)* If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the District may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered [protected](#) family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

If an employee cites their own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of their position because of the serious health condition.

If an employee is absent because of their own serious health condition, the District will also require a medical release ~~to return to work form~~ or certification from the employee's health care provider that the employee is able to resume work. Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember shall be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which the employee was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the District may recover from an employee all premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave. Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if the employee had continued to work. For benefits in which the employee contributes to the premium or payment, the employee is responsible for maintaining continuation of the payment to the District. Payment is due prior to the 25th of the month for the following month's coverage. If the employee is not using accrued leave balances, the employees will be required to pay premiums directly to the District.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The District may require, or employees may choose, to use accrued paid leave while taking FMLA/CFRA leave. In order to use paid leave for FMLA/CFRA leave, employees must comply with the District's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave, contact the Administration department.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave. Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the District's operations;
- The employee is notified of the District's intent to refuse reinstatement at the time the District determines the refusal is necessary; and
- If leave has already begun, the District gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Please contact the Administration department with any questions regarding accrual of other District provided paid leave benefits (such as vacation, compensatory time off, or sick leave) during unpaid FMLA/CFRA leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 15 minutes. See also the discussion of Pregnancy, Childbirth or Related Medical Conditions above.

Employees are expected to return all District property at the beginning of an Extended Medical Leave of Absence. Employees on Leave may not perform any work or access District Information Systems.

Jury Duty, Witness Leave, and Required Attendance in Court

The District encourages employees to serve on jury duty when called. Employees will receive full salary while serving. Employees should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. Employees may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, employees will be expected to return to work for the remainder of their work schedule.

Attendance in court in connection with an employee's usual official duties or in connection with a case in which the District is a party, together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this policy.

A seasonal employee who has been employed seasonally during the course of at least two (2) consecutive calendar years shall be entitled to an annual maximum of five (5) days of paid absence from duty under this section.

Fees Paid by the Court

~~As a condition of receiving such full pay the employee must remit to the District, within fifteen (15) calendar days after receipt, all fees received except those specifically allowed for mileage and expenses. As the District is providing full salary while serving, the employee should decline any mileage allowance or other fee paid by the court.~~

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Catastrophic Leave Bank and Leave Donation

Statement of Policy

The District has Leave Donation Policy that will be made available to employees at the General Manager's discretion. The details of the Leave Donation Program are available in a separate Leave Donation Program Policy.

Military Leave

The District recognizes the service and contribution of its employees who are a part of the national and state military. In addition to the military leave provided to employees under applicable federal law, the District provides up to 17 days of job-protected unpaid leave per calendar year to employees who are members of the reserve corps of the armed forces of the United States, the National Guard or the naval militia when called to military duty for purposes of military training, drills, encampment, naval cruises, special exercises or the like, including travel time. Additionally, employees in the California State Military Reserve are entitled to a temporary military leave of absence without pay while engaged in military duty for purposes of military training, drills, unit training assemblies or similar inactive duty training not to exceed 15 calendar days annually, including travel time.

Eligibility

Eligible employees are members of the reserve corps of the armed forces of the United States, the National Guard or the naval militia, or members of the California State Military Reserve.

Procedures

Employees requesting leave under this policy should comply with the following requirements:

1. Employees should request leave under this policy with as much advanced notice as practicable.
2. In support of their request for leave under this policy, employees should complete a District leave request form and provide their supervisor with a copy of their orders or other appropriate written certification that the employees have been called to federal military duty for purposes of military training, drills, encampment, naval cruises, special exercises or that state military members have been called for military training, drills, unit training assemblies or similar inactive duty training.

Additionally, employees may choose to use accrued paid leave (such as vacation or [other](#) paid time off), concurrently with some or all of the leave under this policy. To receive paid leave, eligible employees must comply with the District's normal procedures for the applicable paid-leave policy as stated herein.

Employees are expected to return all District property at the beginning of a Military Leave of Absence. Employees on Leave may not perform any work or access District Information Systems.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from military deployment.

Employees must request this leave in writing to the General Manager, within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Employees are expected to return all District property at the beginning of a Military Spouse Leave of Absence. Employees on Leave may not perform any work or access District Information Systems.

Pregnancy Disability Leave [\(PDL\)](#)

Any employee planning to take [Pregnancy Disability Leave \(PDL\)](#) should advise the Human Resources and [Risk-Administration](#) Manager as early as possible. The individual should make an appointment with the Human Resources and [Risk-Administration](#) Manager to discuss the following conditions:

- Duration of [pregnancy disability leave PDL](#) will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days the employee normally would work in one-third of a year or 17 1/3

weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave include any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. The employee's healthcare provider determines how much time the employee needs for their disability.

- The District will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer the employee to a less strenuous or hazardous position (where one is available) or duties if medically needed because of their pregnancy.
- Employees who need to take [pregnancy disability PDL](#) must inform the District when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment), employees must provide reasonable advance notice at least 30 days before the [pregnancy disability leave PDL](#) or transfer is to begin. Employees must consult with the Human Resources and [Risk Administration](#) Manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the employee's health care provider.
- For emergencies or events that are unforeseeable, the employee must notify the District, at least verbally, as soon as practical after the employee learns of the need for the leave.
- Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer.
- [Pregnancy PDL](#) leave usually begins when ordered by the employee's physician. The employee must provide the District with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the District. Failure to do so may, in some circumstances, delay PDL ~~leave~~, reasonable accommodation or transfer. Employees should see the Human Resources and [Risk Administration](#) Manager for a medical certification form to give to their health provider
- [The District may require a medical release or certification from the employee's health care provider that the employee is able to resume work. Leave returns will be allowed only when the employee's physician sends a release.](#)
- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or ~~personal~~ [other paid](#) time (if otherwise eligible to take the time) during a pregnancy disability leave.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 15 minutes.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than the employee's regular job. Transfer to an alternative position can include altering an existing job to better accommodate

the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a [pregnancy disability leave PDL](#), an employee will be reinstated to the same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a [pregnancy disability leave PDL](#) has no greater right to reinstatement than if the employee had been continuously employed.

Employees on [pregnancy disability leave PDL](#) will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, the District can recover from an employee premium paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the Human Resources and [Risk Administration](#) Manager for more information.

Employees are expected to return all District property at the beginning of a Pregnancy Disability Leave of Absence. Employees on Leave may not perform any work or access District Information Systems.

Paid Family Leave (PFL)

Employees [who participate in California State Disability Insurance \(CA SDI\)](#) may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides limited compensation for up to eight (8) weeks after an unpaid, seven-day waiting period when an employee needs to take leave from work to care for a parent, child, spouse or registered domestic partner who is seriously ill, or for a working parent who wants time to bond with the newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Victims of Crime Leave

An employee who is a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if they are the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. The employee must provide reasonable advance notice of the need for leave, and documentation related to the proceeding may be required. If

advance notice is not possible, the employee must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless paid time off is taken.

For more information regarding this leave (including whether the employee is covered, when and what type of documentation is required, and which type of paid time off can be used), employees should contact the Human Resources and [Risk-Administration](#) Manager.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees are also eligible for unpaid leave for required training. If the employee is an official volunteer firefighter, the employee should alert their supervisor about the possibility of time off for emergency duty.

Management Leave

Each year, employees who are exempt from FLSA overtime will receive forty (40) hours paid management leave, accrued at the rate of 10 hours per quarter. This management leave cannot be used before it is accrued. Newly hired or newly promoted employees who are exempt from FLSA overtime will receive a prorated amount of Management Leave for the year in which they are hired.

Coordination of Benefits

When the employee authorizes, the difference between the amount granted pursuant to such Workers' Compensation or disability (SDI or private) and the employee's regular pay will be deducted from the employee's accumulated sick leave, vacation, floating holidays, and compensatory time, if any. The employee will continue in pay status and receive pay until the employee's accumulated sick leave, and authorized compensatory time, floating holidays and vacation days, have been depleted to the nearest hour.

DISCIPLINE

Discipline Process

Overview

Violation of District policies and rules may warrant disciplinary action. The District has established a system of progressive discipline that includes verbal warnings, written warnings, suspensions, demotions and termination. The District may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment.

If an incident occurs which requires investigation before the facts can be ascertained, the supervisor may suspend the employee with pay pending the investigation.

If the supervisor deems it appropriate, another member of management may be present to witness the imposition of the disciplinary procedure.

Levels of Discipline

The District may impose the following types of discipline:

1. COUNSELING MEMO – A counseling memo will be placed in the employee's personnel file and may not be appealed under this policy.
2. VERBAL WARNING - With respect to verbal warnings, an employee's supervisor may verbally communicate to an employee any conduct or performance not in compliance with the causes for action for discipline set forth in the Employee Conduct section of this handbook, or any other appropriate unlisted cause of action, which must be approved. The supervisor may detail the areas of improvement, the degree of improvement required, and notice that failure to improve will result in more serious disciplinary action.

The supervisor who administers the verbal warning shall prepare a brief memorandum identifying the name of the employee, the nature and date of the conduct requiring discipline, and the date the verbal warning was provided. A copy of the memorandum shall be placed in the employee's personnel file. A verbal warning may not be appealed under this policy.

3. WRITTEN REPRIMAND - With respect to written reprimands, an employee's supervisor may communicate in writing to an employee any conduct or performance not in compliance with the causes for action set forth in the Employee Conduct section, or any other appropriate unlisted cause of action, which must be improved. All such reprimands shall be provided by a supervisor to an employee at a pre-arranged meeting, at which time the contents of the reprimand will be discussed. The written reprimand shall contain the name of the employee, the time and date of the meeting, the nature and date of the conduct requiring discipline, the action required of the employee to correct the unacceptable conduct or performance and a warning that any further incident of unacceptable conduct or performance will result in further discipline, up to and including termination. The reprimand shall also contain the following statement, which the

employee shall be asked to sign at the conclusion of the written warning meeting:

"I hereby acknowledge that the contents of this memorandum have been discussed with me and that I have received a copy of this memorandum"

Employee's signature _____ Date _____

A copy of the signed memorandum shall thereafter be provided to the employee and the original copy placed in the employee's personnel file. In the event an employee refuses to sign a given memorandum, a notation to that effect shall be made on the memorandum, with a copy of the memorandum being provided to the employee and the original copy placed in the employee's file.

An employee shall have ten (10) working days within which to file a written response to any written reprimands and said response shall be placed in the employee's personnel file. A written reprimand may not be appealed under this policy.

4. ~~SUSPENSION WITHOUT REDUCTION IN~~ PAY
5. ~~DEMOTION UNPAID SUSPENSION~~
6. ~~REDUCTION IN PAY~~ TERMINATION
7. ~~TERMINATION~~

Pre-Disciplinary Process for Suspension Without Pay, Demotion, Reduction in Pay or Termination

Only for-cause employees have the right to the pre-disciplinary and appeal processes outlined in this section. All employees other than for-cause employees, namely **temporary, seasonal, at-will, and probationary** employees, may be disciplined or separated at will, with or without cause, and without the pre-disciplinary and appeal procedures listed below.

Notice of Intent to Discipline: The employee will be provided a written Notice of Intent to Discipline that contains the following information:

- The level of discipline intended to be imposed;
- The specific charges upon which the intended discipline is based;
- A summary of the facts upon which the charges are based;
- A copy of all written materials, reports, or documents upon which the intended discipline is based;
- Notice of the employee's right to respond either in person at a pre-disciplinary *Skelly* conference, or in writing, and the date that response (or the request for a conference) is due;
- Notice of the employee's right to have a representative of the employee's choice at the pre-disciplinary conference, should they decide to respond orally; and
- Notice that the failure to respond at the time specified shall constitute a waiver of the right to respond prior to the imposition of discipline.

Response by Employee and Skelly Conference: If the employee requests a *Skelly* conference, the General Manager or his/her designee will conduct an informal meeting with the employee. During the informal meeting, the employee shall have the opportunity to rebut the charges against him or her and present any mitigating circumstances. The General Manager or his/her designee will consider the employee's presentation before issuing the disciplinary action. The employee's failure to attend the conference, or to deliver a written response by the date specified in the *Skelly* notice, is a waiver of the right to respond, and the intended disciplinary action may be imposed on the date specified in the *Skelly* letter.

Final Notice of Discipline: After the *Skelly* conference and/or timely receipt of the employee's written response, the General Manager or his/her designee will: 1) take no disciplinary action; or 2) modify the intended discipline; or 3) impose the intended disciplinary action. If any discipline will be imposed, the General Manager or his/her designee will provide the employee with a notice that contains the following:

- The level of discipline to be imposed and the effective date of the discipline;
- The specific charges upon which the discipline is based;
- A summary of the facts that show that the elements of each charge at issue in the intended discipline;
- A copy of all materials upon which the discipline is based; and
- A reference to the employee's appeal right and deadline to appeal.

Delivery of the Final Notice of Discipline: The final notice of discipline will be sent by a method that verifies delivery to the last known address of the employee, or delivered to the employee in person. If the notice is not deliverable because the employee has moved without notifying the District or the employee refuses to accept delivery, the effective date of discipline will be the date the post office or delivery service attempted delivery.

Evidentiary Appeal Hearing

Request for Appeal: An employee may appeal a suspension, reduction in pay, demotion or discharge by submitting a written request to appeal to the General Manager or his/her designee within fourteen (14) calendar days from: 1) receipt of the final notice of discipline; or 2) the date of attempted delivery by the post office or delivery service of the notice to the last known address of the employee. Failure to file a timely written request for an appeal waives the right to an appeal hearing and any appeal of the discipline.

Appeal Hearing Officer: The District and the employee shall jointly select a neutral hearing officer from a list provided by **State Mediation and Conciliation Service (SMCS)**. The hearing officer's task is to conduct an evidentiary hearing and write an advisory decision that will be provided to the District's Personnel Committee within sixty (60) days after the conclusion of the hearing.

Conduct of the Hearing:

1. **Sworn Testimony:** All witnesses shall be sworn in prior to testifying.
2. **Employee Appearance:** The employee must appear personally before the hearing officer at the

time and place set for the hearing. The employee may be represented by any person they select.

3. **Evidence:** Hearings need not be conducted according to technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner that the hearing officer decides is the most conducive to determining the truth. The rules dealing with privileges shall be effective to the same extent that they are recognized in civil actions. Irrelevant or unduly repetitious evidence may be excluded. The appeal hearing officer shall determine the relevance, weight and credibility of testimony and evidence.
4. **Exclusion of Witnesses:** During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing.
5. **Burden of Proof:** The District has the burden of proof by the preponderance of the evidence.
6. **Authority of Hearing Officer:** The appeal hearing officer shall not have the power to alter, amend, change, add to, or subtract from any of the terms of these Policies.
7. **Professionalism:** All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity or personal behavior of their adversaries or the appeal hearing officer.
8. **Presentation of the Case:** The parties will address their remarks, evidence, and objections to the appeal hearing officer. The appeal hearing officer may terminate argument at any time and issue a ruling regarding an objection or any other matter. The appeal hearing officer may limit redundant or irrelevant testimony, or directly question the witness.
9. Oral closing arguments may be permitted at the discretion of the appeal hearing officer. The District argues first, the employee argues second, and if the District reserved a portion of its time for rebuttal, the District may present a rebuttal. Either party may request to submit a written brief and/or a draft decision. The appeal hearing officer will determine whether to allow written briefs or draft decisions, the deadline for submitting briefs, and the page limit for briefs.

Appeal Hearing Officer's Advisory Decision: Within sixty (60) days of the conclusion of the hearing, the appeal hearing officer shall make written findings and a recommended decision as to the discipline. The Personnel Committee shall review the findings and recommendations of the appeal hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken. The decision of the Personnel Committee is final. There is no process for reconsideration. The District will mail a copy of the final written findings and decision, along with a proof of service of mailing that confirms that the decision was sent both to the employee him/herself, as well as to the employee's representative. It shall be the responsibility of the employee to inform the District of his/her address. A copy of the decision shall also be provided to the General Manager.

REDUCTIONS IN FORCE AND RESIGNATION

Reductions in Force

Under some circumstances, the District may need to restructure or reduce its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, the District will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the District will take into account, among other things, operation and requirements, the skills, productivity, ability and past performance of those involved and also, where appropriate, the employee's length of service.

Regular full-time employees, whose layoff is permanent, will be entitled to one month's severance pay. In addition, if the employee is part of a collective bargaining agreement (represented), the employee should refer to the MOU regarding this policy.

Voluntary Resignation

Voluntary ~~termination-resignation~~ results when an employee voluntarily resigns employment from the District or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, a supervisor (unless the absence is protected by law). All District-owned property, including vehicles, keys, fobs, uniforms, identification badges, cell phones, computers, tablets, and credit cards, must be returned immediately upon termination of employment.

EMPLOYEE CONDUCT

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with the District because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the General Manager in advance.

Conducting Personal Business

Employees are to conduct only District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Confidential Information

In the course of work, employees may have access to confidential information, including but not limited to [District or customer financial data](#), or employee personal information. Each employee has a responsibility to prevent revealing or divulging any such information, unless it is necessary to do so in the performance of official duties, or as required by law.

What employees should do:

- Lock or secure confidential information at all times
- Shred confidential documents when they're no longer needed
- Make sure they only view confidential information on secure devices
- Only disclose information to other employees when it's necessary and authorized
- Keep confidential documents inside Districts premises unless it's absolutely necessary to move them

What employees shouldn't do:

- Use confidential information for any personal benefit or profit
- Disclose confidential information to anyone outside unless required to do so by law or requested by the employee
- Replicate confidential documents and files and store them on insecure devices

Conflicts of Interest

All employees must avoid situations involving actual or potential conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of the District, which impairs an employee's ability to exercise good judgment on behalf of the District, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

Notice

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the [Human Resources and Administration Manager](#)~~immediate supervisor, or any other appropriate supervisor~~, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the District may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When employees encounter an uncomfortable situation that they do not feel capable of handling, a supervisor should be called immediately.

Ours is a service business and all of us must remember that the public always comes first. While the public is not always right, the public is never wrong.

The public are to be treated courteously and given proper attention at all times. Employees should never regard the public's questions or concerns as an interruption or an annoyance. Employees must respond to inquiries from the public, whether in person or by telephone, promptly and professionally. Employees should never place a telephone caller on hold for an extended period, and should direct incoming calls to the appropriate person and make sure the call is received.

Through their conduct, employees should show their desire to assist the customers in obtaining the help they need. If an employee is unable to help a customer, the employee should find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates the employee's commitment to those with whom we do business.

Employees should never argue with a customer. If a problem develops or if a customer remains dissatisfied, the employee should ask their supervisor or the General Manager to intervene.

Dress Code and Other Personal Standards

Each employee is a representative of the District in the eyes of the public; therefore, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and appropriately for the jobs they are performing. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

These dress code standards and guidelines apply to our workplace:

- Clothing should be clean and reflect a high standard of personal hygiene; and should not cause a disruption in the workplace.
- Clothing should not allude to any obscenities, violence, sex, or advertise alcohol, tobacco, or

illegal substances.

- Muscle shirts, sweatshirts, sweat suits, shorts, tennis shoes, flip-flop and/or casual sandals cannot be worn at the District.
- Jeans, including denim wear (pants, dresses, and skirts) may not be worn by office personnel who assist or meet with the public, except on Fridays, when business casual dress will be permitted. Jeans and t-shirts may be appropriate attire for employees who conduct work that requires durable clothing. If jeans and t-shirts are determined appropriate for these job functions, they may be worn as long as they are clean, in good repair, and comply with the other provisions of this policy.
- Employees may not wear clothing that exposes the midriff; pants that are excessively baggy or hanging below the waist; any excessively short, tight, or revealing clothing; and visible undergarments.
- Hair length and facial hair shall not interfere with the performance of job functions or PPE
- Employees who engage in any type of hazardous materials or specialized duty are required to wear protective clothing and footwear.
- All employees who wear uniforms should appear in complete uniform as defined in the policy. The uniform should be worn only when on official duty, or when it is reasonable to expect recall to duty. All uniforms must be clean, neat, and in good repair.
- The District provides field employees with headwear as part of their uniform. When wearing caps, they must be worn with the bills to the front. Unauthorized headwear should not be worn while employees are on duty.
- Visible facial jewelry (other than ear rings) may be required to be removed; and tattoos may be required to be covered.

All clothing should be clean and without rips or holes.

All employees required to wear uniforms provided by the District must take care of their uniforms and report any wear or damage to their supervisors. Cleaning and maintenance of uniforms will be provided by a vendor. Supervisors will inform the employee of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by the employee's supervisor.

Department managers may issue more specific guidelines concerning any [additions or](#) exceptions to this policy.

Drug and Alcohol Use

The purpose of this policy is to promote a drug and alcohol-free workplace and to eliminate drug and alcohol-related inefficiencies and risks. The policy applies to all District employees, whether they are on District property, or are performing District-related business elsewhere, except as this policy is superseded by a memorandum of understanding or federally mandated drug and alcohol policies. Compliance with this policy is a condition of employment. Disciplinary action will be taken against those who violate this policy.

The District is concerned about the use of alcohol, cannabis, cannabis products, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, [whether on or off the job and whether they are deemed legal or not as in the case of cannabis in the State of California](#), can detract from an employee's work performance, efficiency, safety, and health, and therefore

adversely impact District operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and may seriously impair the employee's value to the District. The legalization of the recreational use of cannabis does not in any way alter the District's policy for maintaining a workplace that is free from any improper use of any controlled substance.

The following rules and standards of conduct apply to all employees while on District property, at work, or working on District business. The following are strictly prohibited by District policy:

- Possession or use of an illegal and/or controlled substance, or being under the influence of, or impaired by, an illegal and/or a controlled substance, alcohol or cannabis, cannabis products while on the job;
- Driving a District vehicle while under the influence of a controlled substance, alcohol or cannabis or cannabis products;
- Distribution, sale, or purchase of an illegal or controlled substance, alcohol or cannabis, cannabis products while on the job.

Violation of these rules and standards of conduct will not be tolerated. The District may also bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the District reserves the right to conduct searches of District property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises.

The District will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, cannabis, or cannabis products use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not be automatically reemployed or given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

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News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the General Manager may comment to news reporters on District policies or events relevant to the District.

Off-Duty Conduct

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may adversely impact the District's legitimate business interests where there is a reasonable nexus between the off-duty conduct and the employee's duties and responsibilities to the District. Off-duty conduct by an employee that directly conflicts with the District's essential business interests and disrupts business operations will not be tolerated.

Other Employment

While employed by the District, employees are expected to devote their energies to their jobs with the District. Employment that directly conflicts with the District's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in additional employment that may create a real conflict of interest must submit a written request to the District explaining the details of the additional employment. If the additional employment is authorized, the District assumes no responsibility for it. The District shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Prohibited Cell Phone Use

Employees shall use District-issued cell phones for business purposes only. Employees may not use personal or non-District-issued cell phones or other devices while on working time, except for occasional use, as long as the usage does not interfere with the employee's work performance, take away from work time, or violate any District policy. All other District policies, including the District's no tolerance for discrimination, harassment, or retaliation in the workplace apply. The District reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Employees also may not use cell phones or devices with audio or video recording capabilities or cameras in the following work areas that the District has designated as confidential, secure or private, unless the employee is engaged in protected activity related to improving the terms and conditions of employment, such as documenting health and safety issues. This restriction applies to the following areas:

- Restrooms;
- Locker rooms;
- Areas designated as private, solely for use of women to express breast milk.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by the District. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited and may result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other District records (note that employment information includes Social Security [Numbers](#) and any other documents used to verify identity and ability to work in the United States);
- Participating in the spread of gossip, rumors and/or misinformation;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record their work time, or falsifying any time card, either their own or another employee's;
- Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or customer;
- Removing or borrowing District property without prior authorization;
- Unauthorized use or misuse of District equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on District property;
- Participating in horseplay or practical jokes on District time or on District premises;
- Carrying firearms or any other dangerous weapons on District premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on District property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on District premises;
- Participating in or promoting acts of intimidation, violence, threats, coercion, assault, and/or abusive behavior toward any person while in the course of District employment;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three consecutive scheduled workdays. Absences protected by state or federal law do not count as violations of this policy;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;

- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or District policy, rule, procedure or violation of the District's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing or involvement in any act of unlawful harassment of another individual; and
- Failing to promptly report work-related injury or illness.

BENEFITS

Below is a summary of the benefits offered by the District. For more detailed and up to date information, employees should refer to the District's [Benefit Handbook](#) [employee Intranet](#) or contact the Human Resources and [Risk Administration](#) Manager.

Vacation

Eligible regular full-time employees earn vacation leave while in paid status until they reach the applicable vacation accrual cap. Employees accrue vacation time according to their full-~~or part~~-time status and the number of consecutive years the employee has worked for the District as follows:

COMPLETED YEARS OF REGULAR SERVICE	ANNUAL ACCRUAL	MONTHLY ACCRUAL RATE
0	10 working days	6.67 hours
1	15 working days	10.0 hours
5	20 working days	13.33 hours
10	25 working days	16.67 hours

Temporary and part-time employees do not accrue paid vacation time. For regular full-time employees, vacation hours accrual is prorated at the time of hire based on hire date and is recorded monthly. The accrual becomes available for the employee to use on the first day of the month following the accrual period.

Vacation can accrue up to a maximum of one hundred sixty (160) hours vacation allowance more than the employee's regular vacation allowance for that year. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. The District does not grant compensation for any period of time during which the accrued vacation compensation was at the cap.

An employee whose employment terminates will be paid for accrued unused vacation days on a pro rata basis.

Employees become eligible to take accrued vacation after six months of active service as work schedules permit. Employees who take vacation time while still on probation (between six (6) and twelve (12) months of employment) will have their probationary period extended by the amount of vacation time taken. Vacation schedules must be coordinated and cleared with the employee's supervisor. The District schedules determine permissible vacation periods, which employees may need to defer or otherwise adjust accordingly.

The District may require that no more than three (3) consecutive weeks of any vacation may be taken at one time between March 1 and ~~October-November 1~~ (the vector season). The number of employees allowed to take vacations during the vector season shall not exceed two (2) from the

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same department, [but may be fewer depending on District or department needs](#). Exceptions to the foregoing may be allowed with the General Manager's approval.

Employees on unpaid leave do not accrue vacation time. If a holiday occurs during the employee's vacation period, the employee will receive holiday pay for the holiday, rather than be required to use vacation time.

Required Use of Vacation Before Unpaid Sick Leave

Employees are required to take accrued and unused vacation before taking unpaid leave or having unpaid absences. If the employee is absent for a reason that qualifies them for Paid Family Leave (PFL) or because of a disability that qualifies them for State Disability Insurance (SDI) benefits, they should contact the Human Resources and [Risk-Administration](#) Manager to discuss coordination of their benefits.

Vacation Buy Back

Employees may elect once every twelve (12) months to cash-out accrued vacation at the employee's regular rate of pay. A cash-out shall not be more than one hundred twenty (120) hours every calendar year. In order to elect a cash-out for future accrued vacation for the upcoming calendar year, an employee must file an irrevocable election with the District no later than December 31st of the prior year specifying the number of hours and designating the applicable pay period for the cash-out. At the time of the cash-out, the employee must have accrued the number of hours subject to the cash-out.

In addition, the employee must have taken one hundred twenty (120) hours of vacation in the previous calendar year, the minimum amount for a cash-out is forty (40) hours, and the employee must have a minimum remaining accrued vacation balance of one hundred sixty (160) hours at the time of the cash-out. Only leave hours accrued prior to the date of the payment in the calendar year for which an election is made may be considered for payment.

Holidays

The District observes the following paid holidays:

- | | | |
|-----|------------------------------|--------------------------|
| 1. | New Year's Day | January 1st |
| 2. | Martin Luther King, Jr., Day | 3rd Monday in January |
| 3. | President's Day | 3rd Monday in February |
| 4. | Cesar Chavez Day | March 31 |
| 5. | Memorial Day | Last Monday in May |
| 6. | Independence Day | July 4th |
| 7. | Labor Day | 1st Monday in September |
| 8. | Veteran's Day | November 11th |
| 9. | Thanksgiving Day | 4th Thursday in November |
| 10. | Day after Thanksgiving Day | 4th Friday in November |
| 11. | Christmas Day | December 25th |

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday respectively. However, the District may close on another day or grant

compensating time off instead of closing. Holiday observance will be announced in advance.

To be eligible for holiday pay, an employee must be regularly scheduled to work on the day on which the holiday is observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday, unless a paid absence on either day is approved in advance by their supervisor or the absence is otherwise protected by law. Employees on Absence Without Pay (AWP) status will not receive holiday pay. Non-exempt employees required to work on a paid scheduled holiday will receive overtime pay plus holiday pay.

In addition, ~~employees accrue one point three-four (1.34) hours of floating holiday per pay period. Floating holidays may accumulate to a maximum of thirty-two (32) hours. Floating holidays will be paid upon separation at the employee's current hourly rate of pay.~~ ~~three (3) floating holidays will be provided in lieu of Lincoln's Birthday (February 12), Admission Day (September 9) and Indigenous Peoples' Day (October 11). This allows for normal operations to continue on those holidays or the designated workday for the holiday to be taken. Employees may arrange to take their floating holiday in the same manner that vacation leave is scheduled but must be taken as a full day and only after that holiday is accrued/earned. The floating holiday is not earned/accrued until February 12th for Lincoln's Day, September 9th for Admission Day and the second Monday in October for Indigenous Peoples' Day.~~ New hires may use their floating holidays once they are earned regardless of probationary status.

Supervisors should make every effort to allow an employee to take the floating holiday on the day that they prefer; however, a regular work force is to be maintained. ~~Floating holidays may not be carried over into the next calendar year and shall be forfeited.~~

Employee Assistance Program

The District offers an Employee Assistance Program (EAP). This program is for ~~regular full-time~~ all employees and provides free, voluntary and confidential EAP services for the employee and the employee's immediate family members living within the same household.

The EAP is intended to help employees with the challenges of balancing work and family issues. Such issues may include, but are not limited to, relationship problems, domestic abuse, stress and anxiety, budget and/or money management concerns, legal concerns, parent/child conflicts, alcohol or drug abuse, loss or grief regarding a loved one, and concerns about child care and/or aging parents. The program provides problem assessment and referral at no cost to employees and eligible family members. If assistance is needed beyond the services provided by the EAP, options will be offered that may be covered under individual health insurance plans, or through other community programs. Use of the EAP is confidential; no one will know the employee is using it unless they choose to tell someone.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the District or the individual employees. Attendance at such activities, whether required by the District or requested by individual employees, requires the

written approval of the General Manager. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon [timely](#) submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. [Receipts must be submitted within 30 days of the expense date.](#) Reimbursement policies regarding these expenses should be discussed with the General Manager in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While the District generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Health Benefits

Medical

The District contracts with the California Public Employees Retirement System (CalPERS) Health Benefits Program to provide medical insurance for all regular full-time employees and retirees. Eligibility of retirees to participate in this program shall be in accordance with the regulations promulgated by PERS. The District shall pay the PERS required minimum premium cost per month to PERS on behalf of each active employee and retiree.

In addition to the PERS required minimum premium cost per month, the District shall establish a benefits account for each active regular full-time employee eligible for medical coverage who has enrolled in one of the PERS medical insurance plans offered by the District. All such employees shall receive monthly contributions from the District into their benefits account. Payment shall be sufficient to cover eighty-three percent (83%) of the premium of the PERS Kaiser HMO – Northern California plan available to District employees, less the PERS required minimum premium cost per month. Employees shall pay the remaining seventeen percent (17%) of the premium cost. For employees without dependents, the amount shall be the single premium Kaiser HMO rate; for employees with one dependent, the amount shall be the two-party Kaiser HMO rate; and for employees with more than one dependent, the amount shall be the family Kaiser HMO rate. If an employee chooses another plan, the District contribution shall be no more than eight-three (83%) of the PERS Kaiser HMO - Northern California plan premium, less the PERS required minimum premium cost per month, at the appropriate single, two-party or family rate, and the excess premium cost shall be paid by the employee.

For retirees who were hired before July 1, 2007, in addition to the contributions listed above, the District shall establish a benefits account for each retiree. All such employees shall receive monthly contributions from the District into their benefits account. Payment shall be sufficient to cover the

premium of the Kaiser HMO plan, less the PERS required minimum premium cost per month. The District's total contribution is provided towards the cost of providing medical insurance for the retiree only. Dependents of the retiree may be covered at the retiree's own expense and in accordance with applicable PERS regulations. To be eligible for the benefits of this Section, the retiree must enroll or be enrolled in a PERS medical plan offered by the District at the time of separation and thereafter.

For eligible employees who retire and were hired on or after July 1, 2007, retirees will receive the following percentage of the retiree only CalPERS Region 1 Kaiser HMO premium less the CalPERS minimum contribution according to the following vesting schedule:

Years of District Service	Contribution Rate
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

For eligible employees who retire and were hired on or after December 31, 2021, retirees will receive the following percentage of the contribution rate according to the following vesting schedule. The contribution rate is defined as the employer's contribution towards the active employee only premium less the CalPERS minimum contribution.

Years of District Service	Contribution Rate
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

In lieu of coverage under a health plan provided by the District, an employee who provides proof of coverage under a group plan that is comparable to that offered by the District through a spouse or other [sourcefamily member](#), will receive a monthly payment, equal to eight-three percent (83%) of the premium of the employee only PERS Kaiser HMO – Northern California plan, in lieu of coverage. Such payment may be made either in cash, or into the employee's deferred compensation plan, at the employee's option. The employee must complete a form provided by the District and provide verification of coverage as specified on that form each year. Re-enrollment in a plan provided by the District will be subject to the requirements of the health plan provider.

Dental

The District will contribute an amount necessary to provide dental benefits for regular full-time employees and eligible dependents.

Vision

The District will contribute an amount necessary to provide vision benefits for regular full-time employees and eligible dependents.

Insurance

Disability

The State Disability Insurance (SDI) program provides short-term Disability Insurance (DI) and Paid Family Leave (PFL) benefits to eligible workers who need time off work. The SDI program is state mandated and funded by employee payroll deductions. Disability Insurance is a component of the SDI program and provides partial wage replacement benefits to eligible California workers who have a loss of wages when they are unable to perform their regular or customary work due to a non-work-related illness or injury, pregnancy, or childbirth.

The District contributes an amount necessary to provide for short-term [disability insurance for unrepresented employees who have not opted into SDI](#), and long-term disability plans for [all](#) regular full-time unrepresented employees.

Life

The District will contribute an amount necessary to provide life insurance for regular full-time employees. All regular full-time employees will be provided coverage in the amount of their annual salary rounded to the nearest One Thousand Dollars, up to a ~~\$150,000~~ \$220,000 maximum [for employees without an Evidence of Insurability form approved by the District's carrier and \\$300,000 for employees with an Evidence of Insurability form approved by the District's carrier. The District is not responsible the determination made by the carrier in regards to approval of Evidence of Insurability.](#)

Unemployment Compensation

The District contributes each year to the California Unemployment Insurance Fund on behalf of all employees.

Retirement Benefits

Defined Benefit Plan

[The District provides a Pension plan through the contra Costa County Employers Retirement System \(CCCERA\). Participation in this plan is mandatory.](#)

Participation in the retirement plan shall be consistent with the requirements of the California Public Employees' Pension Reform Act of 2013 as it is currently enacted and as it is amended in the future, and its implementing regulations, referred to hereinafter collectively as "PEPRA".

1. "New Members" - For purposes of this section "New Member" is defined by PEPRA to be any of the following:
 - a. An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
 - b. An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity with the previous system.
 - c. An individual who was an active member in a retirement system and who, after a break in service of more than six months, returned to active membership in that system with a new employer. For purposes of this subdivision, a change in employment between state entities or from one school employer to another shall not be considered as service with a new employer.

Employees who are "New Members", as defined above, are eligible to participate in the Contra Costa County Employee Retirement Association. The retirement benefit is based on the highest average annual compensation over a three-year period and the maximum retirement benefit of 2.5% @ 67 formula.

2. "Classic Members": For purposes of this section "Classic Member" is defined as a member who does not meet the definition of a "New Member" as defined by PEPRA. Employees who are "Classic Members", as defined above, are eligible to participate in the Contra Costa County Retirement System Plan, designated as 2% @ 55.

Effective January 1, 2018, the District does not contribute to the employee portion of the required contribution, excluding cost of living contributions, for the Retirement Funds.

Defined Contribution Plan

[The District provides a 457 plan as an additional means for employees to save for retirement. This plan is voluntary.](#)

Social Security

Social Security is an important part of every employee's retirement benefit. The District pays a

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matching contribution to each employee's Social Security taxes.

Workers' Compensation

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that the employee receives any workers' compensation benefits to which they may be entitled, they will need to:

- Immediately report any work-related injury to their supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to a supervisor or the Human Resources and [Risk-Administration](#) Manager; and
- Provide the District with a certification from their health care provider regarding the need for workers' compensation disability leave, as well as their eventual ability to return to work from the leave.

No workers' compensation leave with pay will be granted until after the Vector Control Joint Powers Agency has declared the illness or injury to be compensable under the California Workers' Compensation Law and has been accepted on behalf of the District. An employee who has worked for the District for twelve (12) months or more and who is unable to work shall, at the employee's option, receive full salary for the term of the disability, not to exceed a cumulative total of three (3) months. The District shall pay the health premiums for employees granted a workers' compensation leave. Such payment shall cease two (2) months after the expiration of the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to the same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had the employee not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on the employee's qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of the job because of a physical or mental disability, the District's obligations to the employee may include reasonable accommodation, as governed by the ADA (Americans with Disabilities Act).

Employees who are injured in a work-related incident will be referred to the District's designated workers' compensation medical provider for medical treatment for up to 30 days, unless prior to a work-related injury the District has received from the employee a written

notice that the employee wishes to be treated by the employee's own physician. In all cases, employees may seek treatment from their own physician after 30 days, should they so desire.

The law requires this District to notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When the employee reports a work-related illness or injury, the employee will be sent for medical treatment, if treatment is necessary. The employee will be paid regular wages for the time spent seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If the employee has accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave.

If the employee does not have accrued, paid sick leave, or if the employee has used all of the employee's sick leave, the employee is required to substitute vacation/paid time off for further absences from work, related to the illness or injury.

Flexible Spending Accounts

Full-time regular employees are eligible to enroll in the flexible spending account during open enrollment each year or after a qualifying life event. This benefit allows employees to set aside money from each pay check to pay for certain expenses with pre-tax wages. Employees may contribute up to the amount allowable by the IRS of pre-tax salary each calendar year for the type of account selected.

There are two types of flexible spending accounts:

Health Care Spending Account - This account allows employees to pay for most non-covered medical, dental, and vision expenses, deductibles and co-pays.

Dependent Care Spending Account - This account allows employees to pay qualified dependent care expenses such as childcare or elder day care.

SAFETY AND HEALTH

Employees Who Are Required to Drive

Employees who are required to drive a District vehicle or their own vehicles on District business will be required to show proof of current valid driving licenses before the first day of employment and, in the case of employees driving their own vehicles, proof of current effective insurance coverage.

The District participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job.

The District retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the District's policy.

Employees who have approval from the General Manager to drive their own vehicles on District business will be reimbursed per the procedure specified on the Travel section of this handbook.

Prohibited Use of District Cell Phone While Driving

In the interest of the safety of our employees and other drivers, District employees are prohibited from using cell phones (including all smartphones) or other wireless communication devices (including tablets and laptops) while driving on District business and/or District time except for the use of navigation tools. This prohibition includes any use of the cell phone or other wireless communications device, such as answering and placing calls, engaging in conversations, texting, web browsing, or using any smartphone application while driving.

If the employee's job requires that they keep their cell phone or other communication device turned on while they are driving, they must use a hands-free, voice-operated device at all times. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on District business and/or District time. All navigation information should be entered prior to driving. Violating this policy is a violation of law and a violation of District rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law and a violation of District rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smartphone applications - on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law and a violation of District rules.

Ergonomics

The District is subject to Cal OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. The District intends to provide appropriate resources to create a risk-free environment.

For any questions about ergonomics, please contact the General Manager or Human Resources and [Risk-Administration](#) Manager.

Health and Safety

Every employee is responsible for their safety as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety-conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program (IIPP). The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the General Manager's office [on the employee Intranet](#), and employees receive annual training on its contents.

Heat Illness

The District is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All employees are trained in the recognition and prevention of heat illness. Employees who work outside are encouraged to frequently drink water. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time.

Employee should refer to the District's [Injury Illness and Heat Illness Prevention Program Plan \(IIPP\)](#) or talk to their supervisor for details on how to ensure they are protected from heat illness dangers.

Recreational Activities and Programs

The District or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

The District has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas.

Report any suspicious persons or activities to [security personnel management](#). Employees should secure their desks or offices at the end of the day. When employees are called away from their work area for an extended length of time, they should not leave valuable and/or personal articles in or around their workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify any supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

In order to ensure the safety and security of employees and District property, and to ensure that only authorized personnel has access to the District facilities and working areas, the following policies have been adopted:

- [Employee identification cards](#) – all employees have been issued an employee identification card;
- [Visitors](#) – [All](#) visitors must sign in and out at the front desk. Visitors should not have access to any District facilities or working areas without being escorted by an employee. “Visitors” may include employees’ friends and family, contractors, external vendors, stakeholders, members of the public.
- Delivery personnel (i.e. UPS, FedEx, uniform company, etc.) will be permitted to make their deliveries to the appropriate areas after signing in at the front desk.

The District’s workplace security program is described in detail in the District’s Illness and Injury Prevention Program (IIPP).

Workplace Violence

“Workplace violence” is defined as any conduct that causes an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property. The District has adopted [the following a Workplace Violence policy-Prevention Plan](#) to ensure a safe working environment for all employees.

The District has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons on District premises and at District-sponsored events shall constitute a threat of violence.

It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to them or their co-workers or any event which they reasonably believe is threatening or violent. Employees may report an incident to any supervisor or manager, [or through the Google form located on the employee Intranet](#).

A threat includes, but is not limited to, any indication of intent to harm a person or damage property. Threats may be direct or indirect, and they may be communicated verbally or

nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

Example	Type of Threat
Saying, “Do you want to see your next birthday?”	Indirect
Writing, “Employees who kill their supervisors have the right idea.”	Indirect
Saying, “I’m going to punch your lights out.”	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

The District’s [Workplace Violence Prevention Program](#) is described in detail in the [District’s Illness and Injury Prevention Program \(IIPP\)](#) located on the employee Intranet.

MISCELLANEOUS POLICIES AND PROCEDURES

Safety Incentive Program

The goal of the program is to encourage all employees to work safely and report safety and hazard issues. The District is dedicated to protecting the safety and health of all employees and the public. Active employees who incurred no lost time injuries and no injuries requiring more than first aid in the previous six-month period will receive an incentive for safe work practices. Incentives will be paid out semi-annually for the periods January thru June and July through December, each year. Under this program and following the no injury requirement stated above, represented employees will receive \$20.00 per month and unrepresented employees will receive \$15.00 per month. Employees who have had a lost time injury that requires more than first aid will not receive the safety incentive for that period. The incentive will not be paid for any month in which the employee performs no work.

In addition, supervisors will receive an additional incentive if their supervised employees as a whole incurred no loss time injuries and no injuries requiring more than first aid in the previous six-month period. This incentive will be \$10.00 per six-month period.

Seasonal employees will receive \$20.00 per month as an incentive for each month, or major portion of, they worked and incurred no lost time injuries and no injuries requiring more than first aid. Seasonal employees must have worked at the District for at least three (3) months for this incentive to apply. Incentives will be paid out at the end of their employment or season and is determined on a month-to-month basis.

As an additional incentive, if the District as a whole has not incurred any lost time injuries during a period of six months, a safety luncheon will be held for all regular employees.

Travel

The General Manager may authorize attendance, travel and reimbursement of all normal and necessary expenses incurred by employees representing the District on official business or at an approved function. The following guidelines shall govern the approval of the General Manager. In areas not specifically covered, the General Manager's decision shall prevail.

The governing factor in authorizing attendance at these functions is the benefit to the District as a result of such attendance in relation to the overall expense to the District. All employees must obtain approval of their supervisor and the General Manager prior to occurring District reimbursable expenses when business or function will require them to be away from work for a full day or more, or require overnight absences.

Travel shall be by means most economical to the District. If travel by air is indicated, coach or economy air travel will be used whenever possible. Travel by private automobile will be authorized in lieu of flying, when it does not necessitate more time away from the job. The total travel cost shall be computed on direct route distances, but in no case shall expense exceed the round-trip cost by air.

No employee shall be authorized mileage for privately-owned vehicle travel in the performance of official business or approved function within Contra Costa County or nearby if a District-owned vehicle is available and suitable for such use. When authorized, travel by private automobile will be reimbursed at the prevailing IRS mileage allowance.

No employee shall be reimbursed for mileage for privately-owned vehicle travel in the performance of official business or approved function outside Contra Costa County if a District-owned vehicle is available and suitable for such use, unless it has been authorized by the General Manager. When authorized, travel by private automobile will be reimbursed at the prevailing IRS mileage allowance.

When vehicles, either private or District-owned, are provided for authorized travel, employees shall pool rides whenever possible.

While attending approved functions, the burden or responsibility for sound judgement in expending District funds rests on the attending employee. The decision of the General Manager shall be final in cases where conflict of opinions on reimbursement exist.

Reimbursement of costs shall be based on the minimum number of days and hours required to transact District business. Early arrivals and late departures shall be at the employee's own expense except where prior approval of the General Manager is received.

The use of District vehicles shall be limited to official District business and travel reasonably related thereto. Transportation of persons other than employees or official District delegates is authorized by the General Manager only in situations where it relates to District business.

Advanced requests, receipts, and expense statements are to be submitted to the Administration Department for processing, payment and filing. Processing shall include verification of policy compliance. Receipts are required to be filed for all expenses such as registration, hotel, and travel, [within 30 days](#).

If travel lasts less than 24 hours, meals are generally not a reimbursable expense. If a meal is an integral part of a business meeting, such as actual luncheon costs at an organized conference or working meals served at a meeting site, then the expense can be reimbursed. Employees should indicate the business purpose of the meal in the Comments box of the Travel Expense Report.

Use of District-Owned Vehicles

An employee who has foreseeable travel needs shall request use of a District vehicle. If the employee believes using a District vehicle is not practicable, the employee shall discuss the matter with his or her supervisor and the General Manager, who shall determine whether the use of a District vehicle is practicable, based on the total circumstances, including whether the employee must complete significant additional travel in order to secure the District vehicle.

When two or more employees are traveling to the same location, reasonable efforts shall be made for those employees to travel together.

The employee shall not use the District-owned vehicle for personal use while in possession of that vehicle. An employee using a District-owned vehicle is responsible for:

- a. operating the vehicle in a safe manner;
- b. payment of any fines or fees incurred as a result of operating the vehicle in violation of any traffic or parking law;
- c. reporting problems noticed with the vehicle;
- d. reporting any incident to the District immediately;
- e. returning the vehicle in a clean condition, ready for its next use.

Any employee who operates a District-owned vehicle after consuming any alcohol, ~~cannabis~~cannabis or illegal controlled substance shall be subject to disciplinary action up to and including termination.

Reimbursement for Use of a Personal Vehicle

All claims for mileage and expense reimbursement shall be submitted on a monthly basis except in instances where the claim does not exceed \$50.00. In such instances, the claimant must submit the claim for reimbursement when the \$50.00 figure is attained but not to exceed ~~sixty~~ thirty (30) days. This does not include convention or similar travel reimbursement considerations which are reported immediately after return.

When two or more employees are traveling to the same location, reasonable efforts shall be made for those employees to travel together. Mileage reimbursement is only available to an employee who actually incurs mileage on a personal vehicle, not to others who may have ridden in the same vehicle.

Any exceptions to this procedure must have the prior written approval of the General Manager.

Regular mileage to and from an employee's home and work location is not a reimbursable expense.

Mileage is reimbursable only when a District vehicle is not available or practicable.

An employee who is required to report to an alternate work site, due to an unusual circumstance, may submit for reimbursement any mileage beyond the normal routine.

Meal Reimbursement

Per IRS regulations, the value of employer-provided meals and reimbursement for meals are included in the taxable income of the employee, unless there is some provision that allows for the meal to be excluded from taxable income. A meal may be excluded from the taxable income of the employee if the meal is a result of the employee traveling away from home overnight on business. A meal may also be excluded from the taxable income of the employee if the meal is for the convenience of the employer.

For meals to be excludable from taxable income, the amount reimbursed for a meal must be

paid under an accountable plan. The accountable plan must meet the following: there is a business connection, the employee must substantiate the expense, and the employee must return any excess amounts. For IRS information about meal reimbursements see Circular E, Employer's Tax Guide (Publication 15), Employer's Tax Guide to Fringe Benefits (Publication 15-B, and Publication 463, Travel, Entertainment, Gift, and Car Expense.

It is the policy of the District to reimburse employees for actual meal expenses incurred while traveling away from home overnight on District business and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal. This policy establishes the maximum amount of reimbursement for daily meal expenses, what is needed from the employee to request reimbursement of a meal expense, when a meal is eligible for reimbursement, what the District will not reimburse for, and when a reimbursement request may be reviewed.

Guidelines for amounts to be reimbursed can be found at www.gsa.gov/travel/plan-book/per-diem-rates, using the Per Diem Lookup tool for the area the employee is travelling to. The amount listed per day (less the \$5.00 incidental charge) is the maximum and actual expenses must be substantiated by a receipt. Employees are responsible for knowing the maximum allowed for the area before they travel.

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should one need to deduct any of those meals from their reimbursement. For example, if the trip includes meals that are already paid for by the District (such as through a registration fee for a conference), one will need to deduct those meals from their reimbursement. First and last day of travel may incur expenses up to 75% of the daily maximum. However, when the first day of travel begins before 6 am or the last day of travel ends after 6 pm, they will be treated as a full day of travel, and not subject to the 75% limit.

Guidelines for amount to be reimbursed per meal:

Actual Expense for breakfast up to: \$12.00

Actual Expense for lunch up to: \$18.00

Actual Expense for dinner up to: \$35.00

In no case will daily reimbursement exceed \$65.00.

When traveling on District business, employees should use the District-issued credit card to pay for meals if they have been issued one. The same limits and maximum amounts apply for each meal, whether the employee is using the District-issued credit card or seeking reimbursement.

What is needed to substantiate the meal and request a meal reimbursement:

Employees must submit original itemized receipts with their reimbursement request. The receipt should show the amount of the expense, items purchased, the date of the expense, the time of the expense, and the location of the expense. These receipts must be the original receipt identifying what was purchased and from whom. Tips may be added to the receipt and are included in the maximum amount listed above. Simple debit card receipts or charge card receipts without itemized purchases are not acceptable. This policy is in conjunction with the Districts Procurement and Disposal Policy.

What constitutes a reimbursable meal:

A meal that an employee purchases when the employee has received overnight travel approval from the General Manager and does in fact stay away from home overnight for a work-related

Commented [SS8]: From meal reimbursement policy dated 01/08/2024

event.

A meal that an employee purchases when attending a meal meeting for the convenience of the employer, whose main purpose of the meeting is the active conduct of business, which means, business is being discussed during the entire meal process.

Meals are reimbursed according to the following:

First day of travel

- ~~Trip begins at or before 6 am – Breakfast may be claimed~~
- ~~Trip begins at or before 11 am – Lunch may be claimed~~
- ~~Trip begins at or before 5 pm – Dinner may be claimed~~

Travel continuing after 24 hours

- ~~Trip ends at or after 7 am – Breakfast may be claimed~~
- ~~Trip ends at or after 12 pm – Lunch may be claimed~~
- ~~Trip ends at or after 6 pm – Dinner may be claimed~~

What is not reimbursable by the District:

The District will not reimburse employees for the purchase of alcoholic beverages or snacks.

When may a reimbursement request be reviewed:

Reimbursement requests will be reviewed by the Administration Department prior to issuance of [check reimbursement](#), and may be reviewed during internal audit, and/or by the District auditors for compliance with this policy. Reimbursement requests may be reviewed by IRS auditors for compliance with IRS regulations. These reviews may involve review of: receipts for location of vendor, time receipt was issued by vendor, items to be reimbursed, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.

Employee References

All requests for references must be directed to the General Manager or the Human Resources and [Risk Administration](#) Manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, the District discloses only the dates of employment and the title of the last position held of former employees.

Confirmation of Harassment, Discrimination and Retaliation Prevention Policy

I have received my copy of the District's Harassment, Discrimination and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the District is committed to providing a work environment that is free from harassment, discrimination and retaliation. This commitment includes but is not limited to an affirmative obligation to follow the District anti-harassment policy, participate in any good faith investigation, participate in training and generally support all of the District's efforts to maintain a harassment-free work environment. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

Confirmation of Receipt

I have received my copy of the District's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the District. The District reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the President of the Board of Trustees of the District, no manager, supervisor, or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board president has the authority to make any such agreement and then only in writing, signed by the Board president.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the District is employment at-will; employment may be terminated at the will of either the District or me. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and me concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the District.

Employee's Signature _____

Employee's Printed Name _____

Date _____

General Manager Performance Evaluation Form

Evaluation Period: FY 2025-2026

Date of Evaluation: _____

Trustee's Name: _____ (Optional)

Core Competencies

Rate the General Manager's performance against each competency on a scale of 1 to 5

(1 = Needs Improvement, 5 = Excellent)

Competency	Rating (1 to 5)	Comments
Job Knowledge		
Communication Skills		
Teamwork & Collaboration		
Problem Solving		
Dependability		
Initiative		
Fiscal Management		

For the following sections, Trustees input their comments; as much, or as little as they wish. Comments should be specific to the General Manager's performance during the review period. Comments should be fact based, not generalizations or hearsay.

Achievements & Highlights:

Strengths:

Areas for Improvement:

Overall Performance Rating (1-5): _____



MVCAC
Mosquito and Vector Control Association of California

94th Annual MVCAC Conference

February 1-3, 2026 | Omni Rancho Las Palmas



Check the type of registration
you are applying for

**Early Bird
Registration**
(available until Dec. 19)

Regular Registration
(Dec. 19 - Jan 16)

Onsite Registration
(available onsite only)

<input type="checkbox"/>	Full Registration	\$475	\$500	\$525
<input type="checkbox"/>	Full Registration - non members	\$850	\$875	\$900
<input type="checkbox"/>	Full Registration without closing event ticket	\$425	\$450	\$475
<input type="checkbox"/>	Non Member no closing event ticket	\$725	\$800	\$825
Technician/Student/CDPH:				
<input type="checkbox"/>	Non Member Tech (no evening event)	\$350	\$380	\$400
<input type="checkbox"/>	Both Days - Tech/Student/CDPH (no evening event)	\$275	\$305	\$325
<input type="checkbox"/>	Monday only - Tech/Students/CDPH	\$225	\$255	\$275
<input type="checkbox"/>	Tuesday only - Tech/Students/CDPH (no evening event)	\$200	\$225	\$250
Additional Registrations				
<input type="checkbox"/>	Guest all days and evening event (includes both lunches)	\$325	\$375	\$400
<input type="checkbox"/>	Guest all days no evening event (includes both lunches)	\$275	\$300	\$325
<input type="checkbox"/>	Honorary Members Sunday and Monday (no evening event)	\$275	\$305	\$325
<input type="checkbox"/>	Honorary Members Tuesday only (includes Tuesday evening event)	\$250	\$275	\$300
<input type="checkbox"/>	Tuesday evening event only	\$100	\$125	\$150

Optional items:

<input type="checkbox"/>	Trustee Training <small>*Please note, the trustee session is in addition to the regular registration fees. Trustees MUST be registered for the conference, with the trustee session additional if they choose to attend.</small>	\$125	\$155	\$175
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<input type="checkbox"/>	Outrunning Mosquitoes 5K	\$30	\$40	\$50
<input type="checkbox"/>	Munzy Golf Tournament	\$130	\$130	No onsite allowed
<input type="checkbox"/>	OR Foursome (MVCAC will reach out for names)	\$520		
<input type="checkbox"/>	Wednesday Drone workshop	\$25 (limited to first 30 people)		
				TOTAL

Name: _____

Email: _____ District: _____

Title: _____

Guest name (if applicable): _____

Please list if you have any food allergies:

If you require reasonable accommodations to participate in this event, please let the MVCAC office know.

Payment Information

Payment must accompany registration form for processing.

Payment enclosed in the amount of \$ _____

Payment Options

Check # _____ Visa Mastercard American Express Discover

Name on Card: _____

Card Number: _____ Expiration: _____ Security Code: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Authorized Signature _____

Refund Policy

MVCAC will retain a \$25 processing fee for any cancellations. For those received after 5 p.m., January 10, 2026, no refunds will be considered.

Required Opt Out information per State of California

- I understand that by participating in this CSA event I consent to sharing my data and contact information with MVCAC event partners. These partners may include exhibitors of companies that are supporting our event. If you do not want to consent to sharing your information, please check/click opt-out. I understand OPT-OUT
- I understand that by participating in this MVCAC event I consent to sharing my information with MVCAC so I may continue to receive event marketing information. I understand OPT-OUT
- I understand that by participating in this MVCAC event, I consent to sharing my information for future event marketing promoted by MVCAC. I understand OPT-OUT

Contra Costa Mosquito and Vector Control District
Public Records Act Policy

Overview

As authorized pursuant to Government Code section 7922.630, this policy provides guidelines on how the Contra Costa Mosquito and Vector Control District (the “District”) provides public access to agency records. All public records which are not otherwise exempt from disclosure under the provisions of the California Public Records Act (the “Public Records Act”, codified at Government Code sections 7920.000–7931.000) shall be disclosed as set forth in this policy. Public records shall be available for inspection during the days and hours that the District office is regularly open for business at the office or location where the public records are regularly and routinely maintained.

How to Submit a Request

Any person may submit a request to inspect or copy a record verbally, in writing, or electronically. Although the District must and will accept verbal requests for records, to ensure the proper identification, tracking, and processing of Public Records Act Requests, the District may ask that all requests for inspecting or copying of public records be made in writing by the requestor. The District provides a Public Records Act Request Form to facilitate such requests, which can be found on the District’s website at <https://www.contracostamosquito.com/public-records-act-policy-and-request-form>. The form can also be obtained from the District’s office or by requesting it by email at ccmvcd@contracostamosquito.com. A completed request form should be mailed, emailed, or submitted in person at the addresses provided below. If a verbal request is received, a District employee will transfer the information to a request form for tracking and processing accuracy. The District will provide assistance to any member of the public to make a focused and effective request, consistent with Government Code section 7922.600.

Contra Costa Mosquito and Vector Control District
155 Mason Circle
Concord, CA 94510
ccmvcd@contracostamosquito.com

District’s Response and Inspection or Copying of Records

The District, in accordance with Government Code Section 7922.535(a), has ten (10) days to respond to a public records request by indicating whether or not the District has in its possession responsive and disclosable records and, if so, when such records will be made available for inspection. Actual production of the documents may take longer depending upon the specific records requested, their age, number, and storage location among other factors. As specified in Government Code section 7922.535(b), the District may, by written notice to the requestor, extend the time for response not to exceed fourteen (14) additional days.

If a request is made for a record that is stored in electronic format, the District will comply to the extent required under Government Code section 7922.570. Pursuant to Government Code section 7922.545(a),

the District may comply with its disclosure obligations by directing a member of the public to the location on the internet website where the public record is posted.

Unless otherwise approved by the Board of Trustees, the District may refuse to disclose any records that are exempt from disclosure under the Public Records Act, applicable case law, California Attorney General opinions, constitutional provisions, or any other applicable privileges or rights held by the District. In addition, Public Records Act requests may be subject to District Legal Counsel review prior to responding to the requestor and the response may come from District Legal Counsel. The District shall comply with Government Code section 7922.540 if records are withheld from disclosure.

Functions of the District will not be suspended to permit, and public records will not be made available for, inspection during periods in which such records are reasonably required by District personnel in the performance of their duties. Special arrangements shall be made in advance for the inspection or copying of voluminous records to avoid undue disruption to essential District activities and functions.

Public records in the possession of the District may be inspected only in the presence of District personnel as designated by the General Manager (or designee), except in those cases where the General Manager (or designee) determines otherwise. Physical inspection of such records will be permitted at places within the District offices as determined by the General Manager (or designee). A person who inspects records of the District shall not destroy, mutilate, deface, alter or remove any such record or records from the location designated for inspection, but shall physically return these in the same condition as when received, upon either the completion of the inspection or upon verbal request of District personnel.

The District will provide copies of any requested, reasonably identifiable public records - which are not otherwise exempt from disclosure - upon payment of the copy fee not to exceed ten (10) cents per page. The copy fee amount may be adjusted from time to time by the General Manager (or designee) to reflect the District's actual reproduction costs. Documents provided electronically, or posted to an internet website, will have no charges affiliated with them unless a physical copy is requested.

In the event that any portion of this policy may be deemed at any time to conflict with any law or regulations, the law or regulation shall prevail.